



## australian girls choir

### Arts Admin Assistants – 2 positions available!

#### Begin your career in arts management in a collaborative, fun-filled environment

The Australian Girls Choir (AGC) is in its 36th year as the country's leading performing arts organisation for girls. We have more than 6,100 choristers training in Adelaide, Brisbane, Canberra, Melbourne, Perth and Sydney and we are looking for two new full-time administration assistants to join our team in our Melbourne Head Office.

The successful applicants will be confident, engaging and positive individuals with exceptional interpersonal skills and 'can do' attitudes. One will join our Products and Enrolments team and one our Customer Service team. Both will have a bright phone manner, good attention to detail and high level of organisation. With the ability to grow within a fast-paced, vibrant arts company, our Administration Assistants fulfill a pivotal role in their respective teams.

#### About the opportunity:

- Connecting with prospective and enrolled families enquiring about AGC classes, events and programs, you have a central role as the voice of ASPA. As a first point of contact, you ensure a high level of customer service and professionalism while handling a large volume of incoming calls and emails.
- Assisting with enrolment and re-enrolment of our 6,100 plus Australian Girls Choir families, including data entry, you are IT savvy and have proven experience in time management and organisation. Tight deadlines, multi-tasking and a fast-paced and ever-changing environment don't faze you.
- As a natural team player, you are eager to get involved in just about anything to get the job done. Photocopying large volumes of music, printing class rolls or stocktaking AGC uniforms, you understand that little tasks undertaken and executed well provide a great level of team support.
- Your ability to learn quickly is reflected in your grasp of AGC's complex offerings, providing accurate information to potential and current clients.

Both positions are full-time with hours based on Monday to Friday 9.00am to 5.00pm. Responsibilities for both roles will vary so you must be flexible, adaptable and willing to work in a collaborative manner.

#### Requisite skills:

- Experience working in an office environment, with a high level of professionalism and attention to detail
- Previous administration experience desirable with well developed computer skills
- Excellent communication with polished interpersonal skills; you love people!
- Demonstrated enjoyment of getting involved in (big and) small tasks
- Ability to thrive in a fast-paced environment; remaining flexible, calm and focussed under pressure
- A flexible 'can-do' attitude and team-oriented approach
- Exposure to the Performing Arts industry is desirable
- Valid Working with Children's Check is essential and driver's license is preferable

### About ASPA – an Employer of Choice:

- We're an **innovative, collaborative and dynamic workplace**, where a shared interest for the performing arts brings together many people from a variety of backgrounds with unique skills.
- We value the **individual growth** and contribution of our staff members with many long-standing employees of more than 10 years.
- We provide **mentoring and ongoing learning and development** opportunities because we know that people (you!) are the drivers of our success. We aim to connect, inspire and support every staff member.
- We embody **passion, dedication, enthusiasm and energy**. We work hard but have a lot of fun too with our team lunches, casual Fridays, footy tipping and even 'bring your dog to work' day!

We are looking for people with the skills and experience to fulfill the role requirements but also who share our values – respect, integrity, collaboration, innovation and excellence. If you believe you're the best person for the job, please send your one page cover letter and resume (in one document) addressed to Kylie Lee-Archer at [hr@aspagroup.com.au](mailto:hr@aspagroup.com.au). Applications close **Monday March 16**.



AUSTRALIAN SCHOOL OF PERFORMING ARTS