



australian girls choir

Arts Leadership Opportunity – Venue & Events Coordinator (WA)

Lead, Motivate & Inspire

The Australian Girls Choir (AGC) is in its 33rd year as the country's leading performing arts organisation for girls. We currently have over 5500 choristers in training in Adelaide, Brisbane, Melbourne, Perth and Sydney.

The opportunity:

Utilising proven organisational skills as well as your leadership flair, you will ensure the smooth running of rehearsal venues throughout the school term, as well as providing administration and management support at events and engagements.

Reporting to the Senior State Coordinator in the Perth office, with additional management support provided by the Team Development Manager in Melbourne, you will work closely with the venue teams to ensure delivery of the national AGC approach, further developing and coaching staff to reach their potential. With a key focus on building strong and enduring relationships with parents and choristers, your demonstrated skilfulness in communicating with a broad range of people will ensure success.

In conjunction with admin support, ensuring completion of all administration tasks relating to AGC classes and events, your meticulous eye for detail will provide confidence to all stakeholders (Venue Manager and casual staff teams, parents and choristers). Responsible for conveying national messages including procedure updates, innovative and best practice processes and corporate obligations, your strong organisation skills and proficiency in Microsoft Office suite make delivery to the seven Perth venues a seamless process.

The position will reflect a 30 hour workload, with 2.5 days office based work and the remaining hours undertaken on regular Thursday evenings, occasional evening work and various event work on some weekends. These dates of commitment are prepared a year in advance so you can plan ahead.

Office hours are flexible, with the provision to tailor work hours that suit (preferably with some time undertaken on a Tuesday, Thursday and Friday). In addition to this progressive working structure there are no after hours during school holidays.

Music to our Ears:

- Relevant tertiary qualifications and administration experience.
- Exposure to the Performing Arts industry is not a prerequisite but is advantageous.
- Demonstrated experience in leading a team; providing supportive feedback for constant development

- Excellent communication with polished interpersonal skills.
- Capacity to self-drive and deliver tasks while also adhering to national processes.
- Ability to thrive in a fast-paced environment and remain flexible, calm and focused under pressure.
- A positive 'can-do' attitude and team-oriented approach.
- Flexibility towards working hours

ASPA – 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 **ongoing training and development** opportunities. We aim to connect, inspire and support every staff member.

While we are looking for a particular set of skills and experience, we are also looking for someone who shares our values – respect, integrity, collaboration, innovation and excellence – as we know this is the key component to long term success together.

We are eager to appoint the successful applicant and will therefore be reviewing applications on receipt, so send without delay your one page expression of interest and resume (in one document) addressed to Hayley Hawksford hr@aspagroup.com.au. Applications close **Thursday 29 June 2017**.

 **agc** australian girls choir

 **a3** australian arts alive

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