



## Arts Admin Assistant

Entry level position, no experience required  
Full training provided in a fun-filled learning-centred and encouraging environment

The Australian Girls Choir (AGC) is Australia's leading performing arts organisation for girls. We have more than 5,500 choristers training in six Australian cities and are looking for a part-time administration assistant to join our Products and Enrolments team in our Melbourne Head Office. The successful applicant will be confident, engaging and positive with warm interpersonal skills and a 'can do' attitude. You will have a bright phone manner, good attention to detail and a high level of organisation. We'll show you the rest!

### About the opportunity:

- You will assist with product and enrolment communication including responding to emails from current and prospective parents and making follow up phone calls. Our team manages a large volume of queries and we have very high customer service standards so are looking for someone who likes communicating with people.
- You will spend a lot of your day working on data entry tasks in order to manage the number of enrolments we have in the choir and keep our student management database up to date.
- When you're not working on data entry and communication you will complete a variety of little tasks that add up to providing a great level of team support. Collecting the mail, stock-taking the choir t-shirts and washing costume tops are all examples of the kind of tasks our Admin Assistant will undertake.
- Your knowledge of our offerings will grow quickly. In order to provide accurate information to clients you'll need to understand the choir well. This is something we love teaching new team members. The Australian Girls Choir admin team operate in a fast-paced and ever-changing environment; we work hard but have fun too.

The position is part-time (30 hours a week) and is based in our Head Office in Kew East.

### Requisite 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**, with a shared interest in the performing arts
- We value the **individual growth** and contribution of our staff members; we have many long-standing employees
- 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 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're interested in working with us, please send your one page cover letter and resume in one document addressed to Kylie Lee-Archer. Applications close 9am Monday July 12.



AUSTRALIAN SCHOOL OF PERFORMING ARTS