



Are you looking to begin or further your career in arts administration?

We have two exciting opportunities available – apply today for our Arts Administration Assistant roles!

The Australian Girls Choir (AGC) is Australia's leading performing arts organisation for girls. We have more than 6,500 choristers training in Adelaide, Brisbane, Canberra, Melbourne, Perth and Sydney and are looking for two Administration Assistants to join our team in our Melbourne Head Office. The successful applicants 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!

We have **two full-time positions available** in our Kew East office with hours based on Monday to Friday 9.00am to 5.00pm, however some flexibility will be possible for the right candidates.

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 and outgoing emails and calls.
- Training provided in a collaborative, fun-filled, learning-centred and encouraging environment
- Assisting with enrolment and event communication via phone and email for our 6,500 plus Australian Girls Choir families, including some data entry, you manage your time well and enjoy being organised. Tight deadlines, multi-tasking and a fast-paced and ever-changing environment don't faze you.
- 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.
- There is scope for more responsibilities to be added to these roles.

Requisite skills:

- Excellent communication; you enjoy 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
- Passion for the Performing Arts industry is desirable
- Valid Working with Children's Check and preferably, a driver's licence

Full-time permanent positions including all penalties and entitlements \$48,000 - \$53,000, plus superannuation. Salary will be discussed and assessed based on each applicant's experience.

About ASPA – an Australian Employer of Choice:

- We're an **innovative, collaborative and dynamic workplace**, where a shared interest in the performing arts brings together people from a variety of backgrounds with unique skills.
- We value the **individual growth** and contribution of our staff members and offer access to learning and development programs.
- We support our team members to achieve their **best mental health** including by providing wellbeing activities and a free Employee Assistance Program.
- We encourage our team members in their **various work and life pursuits and commitments** with access to flexible work arrangements, volunteer leave and ways to support our Charity Partner, Girls from Oz.
- 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. ASPA is committed to providing equal employment opportunities and encourages applications from people with diverse backgrounds. If you're interested in working with us, please send your one page cover letter and resume in one document addressed to our HR Administrator Jacinta Simpson by **Monday February 5**.