



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

We have a great opportunity to join the team as our Enrolments Assistant!

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 an Enrolments Assistant to join our team in the Melbourne Head Office. The successful applicant will enjoy customer service, spreadsheets and data entry and have a 'can do' attitude. You will have good attention to detail and a high level of organisation. We'll show you the rest!

This full-time role is based in our Kew East Head Office with hours based on Monday to Friday 9.00am to 5.00pm.

About the opportunity:

- Assisting the Enrolments Coordinator and Enrolments Manager with a variety of tasks including; daily enrolment entering, communication with parents regarding their daughter's enrolment, data entry and database maintenance.
- Assist with the administration of re-enrolment, resignations and waiting lists.
- Training provided in a collaborative, fun-filled, learning-centred and encouraging environment.
- 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.
- There is scope for more responsibilities to be added to this role.

Requisite skills:

- Excellent written and verbal communication and interpersonal skills
- Demonstrated enjoyment of getting involved in (big and) small tasks
- Preferably, some customer service and data entry/excel experience
- High attention to detail
- Ability to thrive in a fast-paced environment
- A flexible 'can-do' attitude and team-oriented approach
- Passion for the Performing Arts industry is desirable
- Valid Working with Children's Check

Full-time permanent position 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 **Tuesday April 9**.

