



AUSTRALIAN
SCHOOL OF
PERFORMING ARTS

Are you looking to further your career in arts education?

Apply today to join the ASPA Education team as our Programs Coordinator!

As home of the AGC and ASPA Education, the Australian School of Performing Arts is committed to enriching the lives of those in our community and workplace by fostering an outlook that is forward thinking and adaptable. We pursue excellence through collaboration, creativity and respect in our workplace, our classrooms and on the stage. Through our work at **ASPA Education** in schools, we see participants transformed and inspired by the magic of the performing arts. Join us in making a difference in the lives of young students through the magic of the Performing Arts!

Permanent full time or part-time role based in Kew East Head Office.

About the opportunity:

- **Programs Coordinator:** Report to Head of ASPA Education
- Design and deliver ASPA Education workshops in schools and other settings
- Provide a high level of customer service to prospective and current ASPA Education clients (teachers, principals and event managers)
- Collaborate with the Head of ASPA Education and Programs Assistant on administration
- Oversee ASPA Education program delivery staff helping them to feel connected, well cared for and ready to complete their casual work successfully
- Develop and maintain relationships with school contacts
- Coordinate delivery staff training and development

Requisite skills:

- Excellent written and verbal communication and interpersonal skills
- Extensive music or performing arts education experience
- Ability to thrive in a fast-paced environment and juggle multiple priorities
- Share our passion for children's education and champion the value of Performing Arts participation
- Collaborate with Instructors to develop and refine content and teaching practices
- Hold a qualification in music and/or teaching or working towards a qualification in either field (desired)
- Have a valid Working with Children's Check and preferably, a driver's licence

Full-time permanent position including all penalties and entitlements \$65,000 - \$70,000, plus superannuation. Salary will be discussed and assessed based on each applicant's experience. Many team members at ASPA manage study or family commitments in addition to their work life and we are keen to discuss your requests, and ours, with the right candidate.

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 July 29.**



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