



## Arts Administration / Marketing Assistant

### Begin your career in a creative and supportive environment

### 9 week fixed-term casual contract

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. Since 1984 the Australian Girls Choir (AGC) has been an inclusive environment where girls flourish through outstanding music education. We currently have approximately 6,500 choristers training in Adelaide, Brisbane, Canberra, Melbourne, Perth and Sydney.

**We're looking for enthusiastic and talented people to join our Marketing and Enrolments team for a 9 week period in our Melbourne Head Office (from Monday August 19 to Friday October 18).**

This is an ideal role for graduates of arts management, marketing, business, public relations, communications or arts courses, who want to build their CV experience in a short-term capacity.

#### About the opportunity:

You will gain firsthand experience of bringing an established, national marketing and enrolments campaign to life. Contributing to a multitude of marketing administration tasks, you will celebrate with your close knit team the achievement of measurable campaign milestones and key project objectives. These will include managing the campaign email account, updating client information in Hubspot, calling schools to distribute Open Day flyers, data entry and database maintenance, and sending campaign flyers and mail outs. This large scale campaign will include sending 200,000 flyers, processing 5,000 assessment reports and responding to more than 2,000 emails over the campaign period. Being part of such a wide ranging campaign will provide invaluable experience for those keen to grow their administration and marketing skills in a supportive, professional environment.

#### Requisite skills:

- Demonstrated enjoyment of getting involved in (big and) small tasks
- Ability to thrive in a fast paced environment with a flexible 'can-do' attitude and team-oriented approach
- Excellent written and verbal communication skills
- Strong attention to detail
- Previous customer service or administration experience (preferable)

We have **multiple positions available** in our Kew East office with hours based on 9.00am to 5.00pm, 4 to 5 days each week, however some flexibility will be possible. We value our team members and are proud to share that over the years many of our casual staff have been offered permanent roles at ASPA.

#### 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. **Applications close Wednesday July 24.**

