



**RAW ENERGY DANCE
EDUCATION**

**Are you looking to begin or further your career in arts administration?
Apply today for our Administration Assistant Role for Raw Energy Dance Education (REDED)!**

As home of the Australian Girls Choir (AGC), ASPA Education, Raw Energy Dance Education (REDED), the Australian School of Performing Arts (ASPA) is Australia's leading children's performing arts organisation. We are dedicated to empowering children through music, dance and performing arts.

Raw Energy Dance Education (REDED) is committed to enriching the lives of those in our community and workplace by fostering an outlook that is progressive and adaptable. We pursue positive experiences through collaboration, creativity and respect in our workplace, classrooms and on the stage. Since 1999 REDed has been an inclusive environment where educational students receive a positive and engaging experience of dance through our curricular, extracurricular and online programs.

We are currently looking for a confident, engaging and positive individual 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!

This permanent full-time role is based in Sydney, Monday to Friday 9am to 5pm. The office is currently based in Leichardt however we will be re-locating to Lane Cove in September 2025.

About the opportunity:

- Connecting with prospective and enrolled families enquiring about REDed extra-curricular classes, events and programs, you have a central role as the voice of REDed. 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 1,300 REDed 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 brand well. This is something we love teaching new team members. The REDed admin team operate in a fast-paced and ever-changing environment; we work hard but have fun too.
- The successful applicant will write and post REDd social media so some experience or enjoyment in that area is desirable.

Requisite skills:

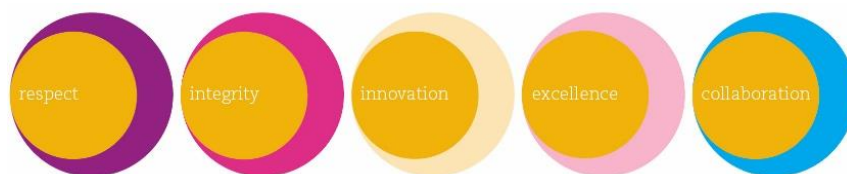
- Excellent communication; you enjoy people!
- Demonstrated enjoyment of getting involved in big and small tasks
- Proficiency in common software applications such as Outlook, Microsoft and Google Suites
- Ability to thrive in a fast-paced environment; remaining flexible, calm and focussed under pressure
- A flexible 'can-do' attitude and a willingness to contribute to team goals
- Dance or dance teaching experience and the ability to cover last minute classes (occasionally) is desirable
- Passion for the Performing Arts industry is desirable
- Valid Working with Children's Check
- Drivers license and car is desirable

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. REDed 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 including which role you're applying for, addressed to our People and Culture Manager, Hayley Hawksford, by **Wednesday April 30**.



AUSTRALIAN SCHOOL OF PERFORMING ARTS