



australian girls choir

**Are you passionate about the arts and leadership?
Apply today to become our Perth Venue and Events 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. Since 1984 the Australian Girls Choir (AGC) has been an inclusive environment where girls flourish through outstanding music education. We currently have over 6,500 choristers training in Adelaide, Brisbane, Canberra, Melbourne, Perth and Sydney and we're looking for a people-focussed organised person, to work alongside our Music & Production Coordinator in Perth.

This permanent nearly full-time role includes:

- a consistent 27 office hours per week spread over 4 days from Tuesday to Friday,
- weekly attendance at our senior rehearsal venue from 4.30-9.30pm each Thursday of the school term,
- fluctuating additional hours worked in the evening and on weekends at AGC venues and events.

The role is based in our South Perth office and the successful applicant will work closely with our Melbourne Head Office team.

As the Perth Venue and Events Coordinator you will:

- Focus on building strong and enduring relationships with parents, choristers and staff and our rehearsal venue contacts.
- Ensure the smooth running of weekly rehearsals and play a pivotal role supporting on-the-ground operations.
- Administer the many processes established and communicated by the national team to ensure smooth delivery of the AGC.
- Lead the casual venue staff; enable them to meet their responsibilities and achieve their potential.
- Prepare for AGC events by administering processes and preparing resources as communicated by the Events Department.
- Manage AGC rehearsals, concert days, combined rehearsals, open days, engagements and our annual Staff Training Day.
- Manage our senior Australian Girls Choir rehearsal on Thursday evenings from 4.30pm – 9.30pm each week of the school term and deliver the pastoral care program for senior choristers in Perth.
- Demonstrate comfort working in an office environment; and have well developed computer and organisational skills.
- Contribute in our highly collaborative and communicative environment.
- Share our passion for girls' education and champion the value of Performing Arts participation.
- Have a valid Working with Children's Check and a driver's licence.

About the role:

This role is arranged and remunerated by way of an Annualised Wage Agreement with fluctuating hours averaged across the year; it both requires and enables a flexible work approach. The basis of the role is 27 office hours each week of the year, spread over 4 days from Tuesday to Friday. In 36 weeks of the year – during school terms – availability is required at Thursday evening Australian Girls Choir rehearsals. Other role responsibilities are fulfilled at occasional Tuesday and Wednesday evening and Saturday morning AGC rehearsals and at other weekend events. All non-office activities take place during the school terms; school holidays are our quieter times.

Whilst this is a part-time position it is a very substantial and fulfilling role. The weekly office hours, regular Thursday night rehearsals during term time and ad hoc additional hours at planned evening and weekend events add up to a little more than 0.9 of a full-time job,

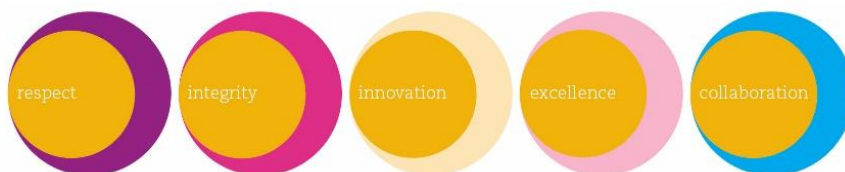
averaged across the year. Most team members at ASPA manage study or family commitments in addition to their work life and we are keen to discuss flexibility requests with the right candidate.

Permanent part-time position including all penalties, overtime and entitlements \$53,000 - \$58,000, plus superannuation.
Salary will be based on the individual's skills and 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 People and Culture Manager, Hayley Hawksford. **Applications close Monday May 12.**



AUSTRALIAN SCHOOL OF PERFORMING ARTS