



## australian girls choir

**Are you looking to further your career in arts administration?**

**Apply today to join the AGC team as our Events Assistant!**

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. The successful applicant will be engaging and positive 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 full-time permanent role is based in the Kew East Head Office, Monday to Friday, 9am to 5pm.**

### **About the opportunity:**

- Connecting with prospective and enrolled families enquiring about classes, events and programs, you have a central role as the voice of AGC. 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 6,500 plus Australian Girls Choir 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.
- Assist the Events team with event projects and tasks as directed.
- 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.

### **Qualities and skills that will make you successful in this role:**

- Excellent communication; you enjoy people!
- 1 -2 years of office experience
- 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 focused under pressure
- A flexible 'can-do' attitude and a willingness to contribute to team goals
- Passion for the Performing Arts industry is desirable
- Valid Working with Children's Check

**Full-time permanent position including all penalties and entitlements \$52,000 - \$57,000, 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 including which role you're applying for, addressed to our People and Culture Manager, Hayley Hawksford. **Applications close Tuesday August 12 2025; however we will review applications as they are received and may commence interviews prior to the closing date.**

