



## **Music & Production Coordinator (ACT)**

### **Apply to join our fabulous Music and Production team!**

The Australian School of Performing Arts (ASPA) 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. ASPA is the home of the 6,500 strong Australian Girls Choir (AGC) and leading Performing Arts program providers ASPA Education, Raw Energy Dance Education (REDED) and the International School of Performing Arts (ISPA). We are on the look out for a highly musical, people-focussed, organised educator, to work alongside our Venue and Events Coordinator in Canberra.

This systematic casual role includes:

- A consistent (but flexible) 8-10 hours of administrative work per week
- Weekly tutoring of Performing Choir (our most senior level) from 6:30pm to 9pm each Thursday of the school term,
- Fluctuating additional hours worked in the evening and on weekends at AGC venues and events.

This role is based in our Canberra, Symonston Office and the successful applicant will work closely with our national Music and Production team.

As the Music & Production Coordinator you will:

- Report to the Head of AGC Teaching & Learning in our Melbourne Head Office
- Play a pivotal role supporting on-the-ground operations and leading music staff
- Complete administrative tasks relating to class content, events and concert production, staff and chorister development
- Co-tutor our most senior level, Performing Choir, each Thursday evening of the school term
- Mentor and train the tutor team of approximately 10 people
- Provide musical leadership at AGC events
- Absorb artistic information and communicate this effectively to tutors, choreographers and choristers
- Build relationships with staff, parents and choristers

The successful applicant will:

- Have relevant performing arts, choral and/or education qualifications
- Exhibit the ability to lead and provide support to the ACT tutor team
- Demonstrate innovative teaching strategies and methods of extending our most senior choristers
- Embrace our creative approach, wide-ranging repertoire and professional standards of performance
- Show interest in teaching a broad curriculum that is more 'music theatre' than 'traditional choral'
- Be energetic, innovative and flexible
- Demonstrate excellent presentation and well-developed communication skills
- Have a valid Working with Children's Check

About the role:

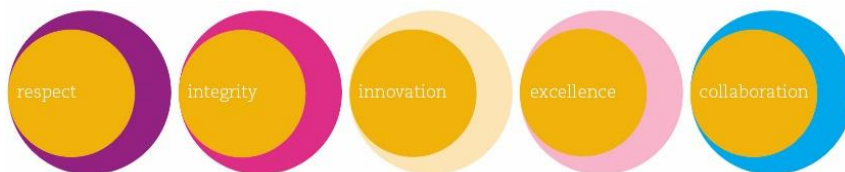
This role is able to be fulfilled with a combination of work from our Symonston office and work from home per our Flexible Work Arrangements Policy. Many team members at ASPA manage study or family commitments in addition to their work life and we are keen to discuss your requests, and ours, with the right candidate.

Systematic and regular casual position paid an applicable hourly rate plus superannuation.

#### 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 Thursday July 31 2025; however we will review applications as they are received and may commence interviews prior to the closing date.**



AUSTRALIAN SCHOOL OF PERFORMING ARTS