



Arts Administration / Marketing Assistant

Begin your career in a creative and supportive environment

8 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 an 8-week period in our Melbourne Head Office (from Monday August 25 to Friday October 17).

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 bringing a national marketing and enrolments campaign to life. Tasks will include managing the campaign email account, updating client information in Hubspot, data entry, and sending campaign mail outs. The campaign will involve distributing 200,000 flyers, processing 5,000 assessment reports and responding to over 2,000 emails. This is a fantastic opportunity to grow your administration and marketing skills in a supportive, professional environment. The role is classified at Clerk Level 1 and will pay an hourly rate of **\$32.18** (plus superannuation).

Qualities and skills that will make you successful in the role:

- Demonstrated enjoyment of getting involved in big and small tasks
- Ability to thrive in a fast-paced environment with a flexible, can-do attitude
- 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 from 9.00am to 5.00pm, 4 to 5 days per week (some flexibility is possible). Over the years, many of our casual staff have progressed into permanent roles at ASPA.

About ASPA – an Australian Employer of Choice:

- We're an innovative and collaborative workplace where a shared interest in the performing arts brings together people from a variety of backgrounds.
- We offer access to learning and development programs.
- Our wellbeing initiatives include a free Employee Assistance Program and wellbeing activities.
- We support work-life balance with flexible work arrangements and volunteer leave.
- We embody passion, dedication and energy.

We are looking for people who not only meet the role requirements but also 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.

To apply, please send a one-page cover letter and resume in a single document addressed to our HR Administrator, Shannon Salisbury. **Applications close Tuesday July 29, 2025.**