



## Arts Administration Assistant

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)!

Permanent Full-time | Monday to Friday 9am -5pm | Office Based (Lane Cove) | \$50,000-\$56,000 + Super

### About the Australian School of Performing Arts

The Australian School of Performing Arts (ASPA) is Australia's leading children's performing arts organisation and home of the Australian Girls Choir (AGC), ASPA Education and Raw Energy Dance Education (REDED). We empower young people through music, dance and performance. Since 1999, REDED has delivered inclusive, high-quality dance education that inspires confidence and creativity. With a progressive, collaborative culture, we create positive experiences for students and staff across classroom, stage and online programs.

### About the Role

Based in our Lane Cove (Sydney) office, this role is perfect for a confident, friendly and proactive team player with a genuine love of working with people. You'll be a key point of contact for our REDED families and provide essential administrative support to the REDED team. A warm phone manner, strong attention to detail and excellent organisational skills are essential. If you bring a positive attitude and a willingness to learn, we'll teach you the rest!

#### As the Administration Assistant you will:

- Be the friendly first point of contact for prospective and current REDED families, responding to enquiries about extra-curricular classes, events and programs via phone and email with professionalism and warmth.
- Manage a high volume of incoming and outgoing communications, delivering consistently excellent customer service as the voice of REDED.
- Support enrolments and event communications for our 1,300 REDED families, including accurate data entry and administrative follow-up.
- Juggle competing priorities with confidence, thriving in a fast-paced environment with tight deadlines and multiple tasks on the go.
- Quickly build knowledge of REDED programs and brand values to provide clear, accurate information to families (we love supporting new team members to learn!).
- Assist REDED team members with a range of administrative tasks

#### Qualities that will make you successful:

- 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
- Passion for the Performing Arts industry is desirable
- Valid Working with Children's Check

#### Why Join ASPA – an Australian Employer of Choice?

- Supportive, flexible and values driven workplace
- A collaborative, dynamic and team focused environment
- Professional growth and development opportunities
- Access to wellbeing initiatives and a free Employee Assistance Program
- Contribute to a meaningful mission alongside passionate colleagues
- ASPA is committed to providing equal employment opportunities and encourages applications from people with diverse backgrounds
- Opportunity to support our charity partner, Girls from Oz

#### How to Apply

Submit a one-page cover letter and your resume in a single document, addressed to our People and Culture Manager, Hayley Hawksford. Applications close **Monday February 2**.