



Arts Administration Assistant

**Are you highly organised, detail-oriented and keen to support a dynamic team?
Apply today for this full-time Administration Assistant role within our Corporate Services Team!**

Permanent Full-time | Office Based (Kew East) | \$50,000–\$56,000 + Super

About the Australian School of Performing Arts

Home to the Australian Girls Choir and ASPA Education, ASPA is a leading provider of performing arts programs to over 6,500 students nationwide. With offices across six Australian cities and Singapore, our team of over 60 office staff are passionate about creativity, collaboration and excellence. As we continue to grow, we're seeking a motivated individual to join our Corporate Services team in a permanent, full-time capacity.

About the Role

Based in our Kew East Head Office, this role is ideal for someone who is organised, proactive, and thrives on supporting a busy team. Reporting to the People and Culture Manager, you'll play a key role in assisting with HR and Operations administration, maintaining compliance records, and ensuring the smooth running of our office and staff support systems.

As the Administration Assistant you will:

- Provide administrative support across Corporate Services
- Assist with HR administration, including the HR Inbox, recruitment, onboarding, compliance and staff records maintenance
- Assist with Operations administration, including two shared inboxes, facilities maintenance and office logistics
- Help maintain a safe, efficient workplace

Qualities that will make you successful:

- Strong administration and organisational skills – minimum 1 to 2 years office experience
- A 'can do' attitude and willingness to tackle tasks 'big and small'
- Attention to detail and ability to meet deadlines
- Excellent communication and interpersonal skills
- Competence with Microsoft Office suite
- Proactive and adaptable work style
- Working with Children Check (or willingness to obtain)

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 16**.