



## Apply today to further your career in marketing and event management! Marketing Assistant

The Australian School of Performing Arts is the home of the 6,500 strong Australian Girls Choir and leading Performing Arts program provider ASPA Education. With offices in Adelaide, Brisbane, Canberra, Melbourne, Perth and Sydney, and more than fifty part-time and full-time roles, we're often on the look out for talented people to join our dynamic team.

### As our Marketing Assistant you will:

- Apply your excellent administrative skills and lateral thinking to assist the GM – PR and Marketing to deliver four national marketing campaigns per year which generate more than 2000 enrolments for the AGC annually
- Provide leadership to a team of contract and casual staff, encouraging and enabling them to meet their targets
- Develop relationships with school contacts and maintain the database
- Assist with the coordination of the AGC's public appearances at high profile events, including event manager liaison
- Represent the AGC brand with a variety of internal and external stakeholders
- Share your skills in Microsoft Office Suite and, ideally, Adobe Suite
- Prepare a variety of quarterly and annual statistics
- Bring a bright phone manner, excellent attention to detail, strong communication skills, the ability to juggle competing priorities and your results focus to work each day
- Enable the GM – PR and Marketing and other team members to thrive in their roles by providing them with high quality assistance and support.
- Have a valid Working with Children's Check
- Have completed or be undertaking tertiary study in Marketing, Public Relations, Business or Communications
- Have at least 12 months experience in a similar role (preferable)

Our Marketing Assistant role is a full-time role in our Melbourne Head Office. The successful applicant will report to our GM – PR & Marketing. 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.

### About ASPA – an Australian Employer of Choice:

- We're an **innovative, collaborative and dynamic workplace**, where a shared interest for the performing arts brings together many people from a variety of backgrounds with unique skills.
- We value the **individual growth** and contribution of our staff members with many long-standing employees of more than 10 years.
- We provide **mentoring and ongoing learning and development** opportunities because we know that people (you!) are the drivers of our success. We aim to connect, inspire and support every staff member.
- We embody **passion, dedication, enthusiasm and energy**.

We are looking for the person with the skills and experience to fulfill the role requirements but also who shares our values – respect, integrity, collaboration, innovation and excellence. If you believe you're the best person for the job, please send your cover letter and resume (in one document) addressed to Sionainn Hayes. Applications close **Monday April 8**. Previous applicants need not apply.