



Apply today to further your career in arts and event management!

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. At the moment we have three opportunities available.

**As our Venue and Events Coordinator (South Australia) you will:**

- Utilise your leadership flair to ensure the smooth running of four weekly rehearsals, big events and choir engagements.
- Prepare for events by administering processes designed and communicated by Head Office
- Manage our senior Australian Girls Choir rehearsal on Thursday nights each week of the school term
- Focus on building strong and enduring relationships with parents, choristers and staff.
- Demonstrate comfort working in an office; you will have well developed computer skills and be very organised.
- Work closely with the casual venue staff; enable them to meet their responsibilities and achieve their potential.
- Contribute in our highly collaborative and communicative environment.
- Share our passion for girls' education and champion the value of Performing Arts participation

Based in our Adelaide office, the role will best include 20 permanent part-time office-based hours each week, ideally spread over 4 week days. During term time, additional casual work will take place outside of standard business hours. Availability for regular Thursday evening rehearsals and also for occasional week evening and weekend events is required.

**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
- Supervise 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, including event manager liaison and chorister logistics
- Represent the AGC brand with a variety of internal and external stakeholders
- Share your skills in Microsoft Office Suite and, ideally, the 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.

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

#### **As our Programs Assistant you will:**

- Have a bright phone manner, excellent communication skills and the ability to juggle multiple priorities
- Provide a high level of customer service to prospective and current ASPA Ed clients (teachers, principals and event managers)
- Quote on and implement ASPA Ed programs and administer aspects of marketing campaigns designed to secure new contracts.
- Book and liaise with ASPA Ed program delivery staff helping them to feel connected, well cared for and ready to complete their casual work successfully
- Arrange travel logistics for the variety of regional ASPA Ed programs
- Develop relationships with school contacts and maintain the database
- Assist with the coordination of more than ten school holiday programs in capital cities each year

Also a full-time role, the Programs Assistant will report to our Program Manager but also work in the broader PR & Marketing team in our Melbourne Head Office. As with all roles at ASPA it will be expected that the successful applicant will be willing to contribute to other PR & Marketing projects during quieter ASPA Ed times.

All three of these roles required a valid Working with Children Check and driver's licence and will both require and enable some flexibility. 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 people with the skills and experience to fulfill these role requirements but also who shares our values – respect, integrity, collaboration, innovation and excellence. If you believe you're the best person for on or more of these jobs, please send your thoughtfully articulated one page expression of interest and resume (in one document) addressed to Sionainn Hayes at [hr@aspagroup.com.au](mailto:hr@aspagroup.com.au). Applications close **Wednesday March 6**.



AUSTRALIAN SCHOOL OF PERFORMING ARTS