

aspa

australian  
school of  
performing arts



australian girls choir

## Marketing Assistant

### **About Us:**

The Australian Girls Choir (AGC) is in its 33<sup>rd</sup> year as the country's leading performing arts organisation for girls. We currently have 5500 choristers in training across Australia, and continue to expand into new areas. Employing over 300 administration staff and creatives, ASPA is one of the biggest arts organisations in Australia.

### **About the Role:**

We have a wonderful opportunity for a marketing administration superstar! Adding value to a small and dedicated team formed to deliver the major annual marketing campaign, you will drive the AGC brand through personal flair and collaborative team work. This project based role will begin Wednesday 12<sup>th</sup> July, for a 3-month period at 4-5 days per week.

With strong attention to detail, good professional writing skills and a bright phone manner, you will gain firsthand experience of bringing an established marketing campaign to life. Contributing to a multitude of marketing administration tasks, you will celebrate the achievement of measurable campaign milestones and key project objectives. These will include driving school assessment phone bookings, managing the campaign email account, updating client database information and sending campaign flyers and mail outs.

The role demands a self motivated and confident team player, with energy and passion for customer service and administration, and will provide the incumbent solid marketing experience in a supportive, professional environment.

### **About You:**

With a strong desire to build your CV with marketing experience, you will utilise your outstanding written and verbal communication skills, on the phone as well as face to face. This position would suit graduates of marketing, public relations, arts management, business, communications or arts courses.

If this position sounds engaging please email your expression of interest and resume (in one document) to the People and Culture Coordinator at [hr@aspagroup.com.au](mailto:hr@aspagroup.com.au) by Friday 23<sup>rd</sup> June 2017, outlining your availability, why you would like to join the team, and detailing your previous work and study experience. Applications will be reviewed when received, with selected candidates invited to interview in the weeks of 19<sup>th</sup> and 26<sup>th</sup> June.