



australian girls choir

Marketing Assistants – 6 positions available!

3 month contracts – perfect for graduates

The Australian Girls Choir (AGC) is in its 35th year as the country's leading performing arts organisation for girls. We have more than 6500 choristers training in Adelaide, Brisbane, Canberra, Melbourne, Perth and Sydney.

We are searching for **six** marketing administration superstars! Adding value to a small and dedicated team formed to deliver our national annual marketing campaign, you will communicate the AGC brand through personal flair and collaborative team work. These casual, project based positions will run from Wednesday July 19 for 3 months at 4-5 days per week.

About the opportunity:

You will gain firsthand experience of bringing an established, national marketing campaign to life. Contributing to a multitude of marketing administration tasks, you will celebrate with your close knit team 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. This large scale campaign will include sending 200,000 flyers, writing 9000 assessment reports and making more than 1500 phone calls to schools nationally. Being part of such a wide ranging campaign will provide invaluable experience for those keen to grow their marketing and administration skills in a supportive, professional environment.

Requisite skills:

- Previous administration experience (preferable) with a high level of professionalism and attention to detail
- Excellent written and verbal communication skills
- Outstanding customer service skills with a bright phone manner
- Demonstrated enjoyment of getting involved in (big and) small tasks
- Ability to thrive in a fast paced environment with a flexible 'can-do' attitude and team-oriented approach

These positions demand self-motivated and results driven team players with an energy and passion for customer service and administration. They are ideal roles for graduates of marketing, public relations, arts management, business, communications or art courses, who want to build their CV experience in a short-term capacity.

If you believe you're an excellent fit, please send your cover letter and resume (in one document) addressed to Sionainn (pronounced Shannon) Hayes. Applications close **Thursday June 20 at 9am** with phone interviews commencing upon receipt and group interviews held on Thursday July 4.