



australian girls choir

**Are you passionate about the arts and looking for variety in a part-time role?
Apply today to join our Venue & Events team!**

As home of the AGC and ASPA Education, the Australian School of Performing Arts is committed to enriching the lives of those in our community and workplace by fostering an outlook that is forward thinking and adaptable. We pursue excellence through collaboration, creativity and respect in our workplace, our classrooms and on the stage. Since 1984 the Australian Girls Choir (AGC) has been an inclusive environment where girls flourish through outstanding music education. We currently have over 5,500 choristers training in Adelaide, Brisbane, Canberra, Melbourne, Perth and Sydney and we're looking for a people-focussed organised person, to work alongside our Music & Production Coordinator in Adelaide.

- **Venue and Events role** – permanent part-time role with some evening and weekend work enabling flexible office hours
- Work in our Adelaide office but closely with our Melbourne Head Office team
- Pivotal role supporting on-the-ground operations and leading venue staff

As a member of our Venue and Events team you will:

- Demonstrate comfort working in an office environment; you will have well developed computer skills and be very organised.
- Utilise your excellent administrative skills to work with the national team to run our weekly rehearsals, big events and choir engagements.
- Manage our senior Australian Girls Choir rehearsal on Thursday nights each week of the school term.
- Work closely with the casual venue staff; enable them to meet their responsibilities and achieve their potential.
- Focus on building strong and enduring relationships with parents, choristers and staff.
- Administer many processes established and communicated by Head Office.
- Contribute in our highly collaborative and communicative environment.
- Have a valid Working with Children's Check, proof of COVID-19 vaccination and, preferably, a driver's licence.

About the role:

This role both requires and enables a flexible work approach. The role will include approximately 15-18 office-based hours each week of the year, ideally spread over 3 week days. During term time, additional work will take place outside of standard business hours at AGC rehearsals and events. This includes each Thursday evening from 4.30pm-9.15pm at our senior rehearsal venue.

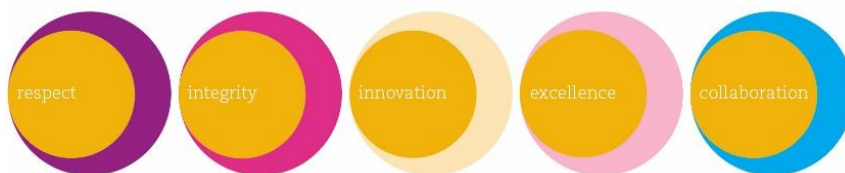
The role has scope to be adapted for more or less experienced applicants. If the successful applicant has the requisite skills and experience then we could increase responsibilities and there would be potential for more office hours. Many team members at ASPA manage study or family commitments in addition to their work life and we are keen to discuss your requests, and ours, with the right candidate.

Permanent part-time position including all penalties and entitlements \$30,000 - \$35,000, plus superannuation.

About ASPA – an Australian Employer of Choice:

- We're an **innovative, collaborative and dynamic workplace**, where a shared interest in the performing arts brings together people from a variety of backgrounds with unique skills.
- We value the **individual growth** and contribution of our staff members and offer access to learning and development programs.
- We support our team members to achieve their **best mental health** including by providing wellbeing activities and a free Employee Assistance Program
- We encourage our team members in their various **work and life pursuits and commitments** with access to flexible work arrangements, volunteer leave and ways to support our Charity Partner, Girls from Oz
- We embody **passion, dedication, enthusiasm and energy**.

We are looking for people with the skills and experience to fulfill the role requirements but also who share our values – respect, integrity, collaboration, innovation and excellence. ASPA is committed to providing equal employment opportunities and encourages applications from people with diverse backgrounds. If you're interested in working with us, please send your one page cover letter and resume in one document addressed to our HR Administrator Jacinta Simpson. **Applications close 9am Tuesday April 26.**



AUSTRALIAN SCHOOL OF PERFORMING ARTS