



Programs Administrator – ASPA Education

Apply today for this full-time flexible role in our dynamic and purposeful organisation!

As home of the AGC, ASPA Education and Raw Energy Dance 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. Through our work at **ASPA Education** in schools and with teachers, we see participants transformed and inspired by the magic of the performing arts. Join us in making a difference in the lives of young students!

This permanent full-time role is based in Melbourne in our Kew East Head Office, Monday to Friday.

In the Programs Administrator role you will:

- Provide a high level of customer service to prospective and current ASPA Education clients (teachers, principals and event managers)
- Have a confident phone manner, strong communication skills and the ability to juggle multiple priorities
- Book and liaise with ASPA Education delivery staff helping them to feel connected and ready to complete their casual work successfully
- Develop and maintain relationships with school contacts; maintain the client database
- Administer the many established processes to ensure the smooth delivery of ASPA Education school and holiday programs
- Report to and collaborate with the Head of ASPA Education

The successful applicant will:

- Have excellent written and verbal communication and interpersonal skills
- Share our passion for children's education and champion the value of Performing Arts participation
- Be flexible and adaptable, with a "can do" attitude
- Have the ability to thrive in a fast-paced environment
- Demonstrate time management skills with the ability to meet deadlines and set priorities
- Be self-motivated and able to operate both independently, and in a team environment
- Have a valid Working with Children's Check and, ideally, a driver's licence

Full-time permanent position including all penalties and entitlements \$55,000 - \$60,000, plus superannuation. Salary will be discussed and assessed based on each applicant's experience. 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 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 apply using the link below addressing your CV and cover letter to Anastasia Clarke – HR Administrator. **Applications close Tuesday January 28, 2025.**

