



australian girls choir

**Are you passionate about the arts, administration and numbers?
Apply today for this full-time Venue Operations Coordinator role in our dynamic and purposeful organisation!**

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 6,500 choristers training in Adelaide, Brisbane, Canberra, Melbourne, Perth and Sydney and we're looking for a detail oriented, organised individual to join our Australian Girls Choir admin team.

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

As the Venue Operations Coordinator you will:

- Oversee weekly rehearsal and event venue hire contracts, invoices, compliance and relationships.
- Oversee all venue hire communication
- Resolve, source and communicate venue hire changes to our state based Venue and Events Coordinators.
- Manage and maintain all venue hire related databases to a high standard.
- Work closely with the Head of AGC Events to coordinate outgoing parent communication.
- Oversee the national AGC calendar of events
- Ensure venue hirer compliance requirements are met, liaising with the People Operations Manager when required.
- Complete venue hire budgeting, variance, accruals and forecasting.
- Assist the Head of AGC Events with coordinating other event projects or tasks as required.
- Provide training and guidance to the Venue & Events (V&E) team and Event team on venue and event related tasks.
- Demonstrate comfort working in an office environment; and have well developed computer and organisational skills.
- Contribute in our highly collaborative and communicative environment.
- Share our passion for girls' education and champion the value of Performing Arts participation.

Requisite skills:

- Exceptional administration skills and ideally 2+ years of experience in a similar office based role.
- Excellent communicator with well developed interpersonal skills.
- Ability to meet deadlines.
- Organised and focussed but also flexible and responsive in a changing environment.
- Proactive in your work approach.
- Intermediate knowledge of Microsoft Office suite, in particular Microsoft Excel.
- Be self-motivated and able to operate both independently, and in a team environment
- Budgeting experience (desirable).
- Have a valid Working with Children's Check.

About the role:

Full-time position including all entitlements - \$70,000 - \$75,000, plus superannuation. Salary will be based on the individual's skills and 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 who also 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 People and Culture Manager, Hayley Hawksford. **Applications close Tuesday April 29.**



AUSTRALIAN SCHOOL OF PERFORMING ARTS