



## australian girls choir

**Are you passionate about the arts and looking for variety in a full-time role?  
Apply today for our Venue and Events Assistant role in Sydney!**

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 people-focussed organised person, to work alongside our Venue & Events Coordinator and Music & Production Coordinator in Sydney.

**This permanent full-time role, which includes:**

- a consistent 30 office hours per week spread over 4 days from Tuesday to Friday
- weekly attendance at our senior rehearsal venue from 4.15-9.30pm each Thursday of the school term,
- fluctuating additional hours worked in the evening and on weekends at AGC venues and events.

The role is based in our Sydney, Lane Cove West Office and the successful applicant will work closely with our Melbourne Head Office team.

**As the Venue and Events Assistant you will:**

- Play a pivotal role supporting on the ground operations.
- Utilise your excellent administrative skills to assist the Venue and Events Coordinator to run 20 weekly rehearsal venues, big events and choir engagements.
- 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.
- Work closely with the national team to administer the many processes established and communicated by them to ensure the smooth delivery of the AGC in Sydney.
- Manage AGC rehearsals, concert days, combined rehearsals, open days, engagements and our annual Staff Training Day.
- Prepare for AGC events by administering processes and preparing resources as communicated by the Events Department.
- Assist the V&E Coordinator to manage our senior Australian Girls Choir rehearsal on Thursday evenings from 4.15pm – 9.30pm each week of the school term.
- Contribute in our highly collaborative and communicative environment.
- Enable our NSW leaders to thrive in their roles by providing them with high quality assistance and support.

**The successful applicant will:**

- Share our passion for girls' education and champion the value of Performing Arts participation.
- Demonstrate comfort working in an office environment; you will have well developed computer skills and be highly organised.
- Have excellent written and verbal communication skills.
- Be willing to learn and enjoy completing a variety of tasks.
- Have a valid Working with Children's Check and a driver's licence.

### About the role:

This role is arranged and remunerated by way of an Annualised Wage Agreement with fluctuating hours averaged across the year; it both requires and enables a flexible work approach. The basis of the role is 30 office hours each week of the year, spread over 4 days from Tuesday to Friday. In 36 weeks of the year – during school terms – availability is required at Thursday evening Australian Girls Choir rehearsals. Other role responsibilities are fulfilled at occasional AGC evening and Saturday morning rehearsals and other weekend events. All non-office activities take place during the school terms; school holidays are our quieter times.

The weekly office hours, regular Thursday night rehearsals during term time and ad hoc additional hours at planned evening and weekend events add up to a full-time job, averaged across the year. Most team members at ASPA manage study or family commitments in addition to their work life and we are keen to discuss flexibility requests with the right candidate.

**Permanent full-time position including all penalties, overtime and entitlements \$53,000 - \$58,000, plus superannuation.**

Salary will be based on the individual's skills and experience

### 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 June 3.**



AUSTRALIAN SCHOOL OF PERFORMING ARTS