

Programs Assistant

- Permanent P/T Arts Administrator – 22.5 hours
- Flexible work commitments with significant & varied responsibilities
- Positive & collaborative team environment



GIRLS FROM OZ

Girls from Oz (g-oz) is a charitable not-for-profit providing activities to children and young people in remote Australia that aim to expand life experiences, create connections, encourage growth in confidence and increase opportunities for those who have limited access to high quality performing arts education.

About the opportunity:

Generally working 22.5 hours per week, the Programs Assistant will coordinate logistics and timetabling for twelve week-long Performing Arts Intensives each year; communicating with delivery staff spread around the country & responding to program and stakeholder needs. A significant element of the role is fostering strong connections with our school and community contacts; your natural energy and enthusiasm will be evident in all the support and communications you provide.

Taking ownership, you will coordinate staff, flights, accommodation and all the associated logistics for the programs taking place in Halls Creek, Carnarvon and Lockhart River, as well the annual 'Shining in the Kimberley' tour and Travel Program. Requiring timely action according to needs, the role also provides the ability to work flexible hours and days including, if desired, flexibility during the school holidays.

Requisite skills:

You are patient and persistent and can sensitively support our time poor school and community contacts, and our contract teaching staff. You have a genuine enjoyment of backend administration (including financial tasks such as coordinating timesheets, reconciling petty cash and inputting expense data). With a desire for ongoing improvement your experience organising multiple stakeholders ensures positive consultation, and progressive system and program enhancement. The role is both autonomous and collaborative and a few keys to success are:

- Previous professional administration experience with a high attention to detail
- Excellent written and verbal communication skills
- Demonstrated project management and logistical coordination, ideally with exposure to developing itineraries
- Outstanding customer service skills with a bright phone manner
- A flexible 'can-do' attitude and responsive trouble shooting

g-oz is the charity partner of the Australian School of Performing Arts and the role is based out of the ASPA Head Office in Kew East. If you are passionate about arts education and administration, send your expression of interest and resume (in one document) addressed to Kylie Lee-Archer at info@girlsfromoz.org.au. Applications close at 9am on Thursday July 4 with phone interviews commencing upon receipt and interviews held in mid-July.



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