



**RAW ENERGY DANCE
EDUCATION**

Administration Assistant

Are you looking to begin or further your career in arts administration?

About Us

REDED was established in 1999 and joined the Australian School of Performing Arts in 2023. Since its inception, REDed has remained committed to nurturing creativity and promoting the physical and mental wellbeing of its students through dance; school-based programs are currently offered in Sydney, Brisbane, Melbourne and Geelong. As home of the Australian Girls Choir (AGC) and Raw Energy Dance Education (REDED), the Australian School of Performing Arts (ASPA) is Australia's leading children's performing arts organisation. We are dedicated to empowering children through music, dance and performing arts.

About the role

This is a full-time permanent role based in REDed's Leichhardt Head Office in Sydney (street parking is easily available). Standard hours will be 9am - 5pm **Monday- Friday**. We are looking for the right person with the skills and experience to fulfill the role requirements but also someone who shares REDed's values. The successful applicant will be confident, engaging and positive with warm interpersonal skills and a 'can do' attitude. You will have a bright phone manner, good attention to detail and a high level of organisation. We'll show you the rest!

About the opportunity

- Connecting with enrolled families enquiring about REDed extra-curricular classes, events and programs, you have a central role as the voice of REDed. As a first point of contact, you ensure a high level of customer service and professionalism while handling a large volume of incoming and outgoing emails and calls.
- Training provided in a collaborative, fun-filled, learning-centred and encouraging environment.
- Assisting with enrolment and event communication via phone and email for our REDed families, including some data entry, you manage your time well and enjoy being organised. Tight deadlines, multi-tasking and a fast-paced and ever-changing environment don't faze you.
- Your knowledge of our offerings will grow quickly. In order to provide accurate information to clients you'll need to understand REDed well. This is something we love teaching new team members. The REDed admin team - including Tess our office dog! - work hard but have fun too.
- The successful applicant will write and post REDed social media so some experience or enjoyment in that area is desirable.
- There is scope for more responsibilities to be added to this role.

Requisite skills:

- Excellent communication; you enjoy people!
- Demonstrated enjoyment of getting involved in (big and) small tasks
- Ability to thrive in a fast-paced environment; remaining flexible, calm and focussed under pressure
- A flexible 'can-do' attitude and team-oriented approach
- Passion for the Performing Arts industry is desirable
- Valid Working with Children's Check

Full-time permanent position including all penalties and entitlements \$48,000 - \$53,000, plus superannuation. Salary will be discussed and assessed based on each applicant's previous experience. REDed 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 Monday 9th December.**