

POSITION AVAILABLE



Job Title: Casual Administrative Assistant (Monday& Tuesday)

Hours: 3:30- 6: during school term (possible extended hours)

About Us:

The Academy is a leading institution dedicated to nurturing musical and drama talent and providing exceptional performing arts education to students of all ages and skill levels. We offer a wide range of music programs, from private lessons to group classes, and our passionate team of teachers are committed to helping students achieve their musical goals.

Job Description:

We are seeking a motivated and organized Administrative Assistant to join our team at The Academy. As an Administrative Assistant, you will play a crucial role in the day-to-day operations of our music school. You will be responsible for providing administrative support to our staff, and students while maintaining a positive and welcoming atmosphere.

Key Responsibilities:

- Greet students, parents, and visitors with a warm and friendly demeanour.
- Answer phone calls and emails, providing excellent customer service and addressing inquiries.
- Manage student enrolment and registration processes.
- Schedule lessons and classes, coordinating with instructors and students.
- Maintain accurate student records and databases.
- Assist with billing and invoicing, processing payments, and financial record-keeping.
- Coordinate events and recitals, including logistics and communication with participants.
- Assist in the organization and distribution of educational materials and resources.
- Maintain a clean and organized reception area and office space.

Qualifications:

- Previous administrative or customer service experience is a plus.
- Passion for music and the arts is highly desirable.
- Excellent communication and interpersonal skills.
- Proficient in Microsoft Office Suite and basic computer skills.

- Strong organizational and time management abilities.
- Attention to detail and accuracy in data entry.
- Ability to work independently and as part of a team.
- Friendly and positive attitude with a commitment to exceptional customer service.

Benefits:

- Competitive hourly wage.
- A supportive and creative work environment.
- Discounts on music lessons and classes for yourself or family members.
- Flexible scheduling options.
- The chance to be part of a dynamic team passionate about music education.

How to Apply:

Interested candidates are invited to submit their resume and a cover letter detailing their relevant experience and passion for music education to brett@musicdancedrama.com.au. Please include "Administrative Assistant Application – 'Your Name'" in the subject line. Applications will be accepted until Friday 15th September.

Join us in fostering the love of music and helping students on their musical journey at The Academy!