

ROLE DESCRIPTION

Role Title:	Administrative Assistant
Location:	Choir House, 3 Hepburn Street, Hawthorn, 3123
Accountable to:	Artistic Director, Australian Boys Choral Institute

Nature of Environment:	<p>The Australian Boys Choral Institute is the corporate and legal entity behind the training and performing groups of the Australian Boys Choir and The Vocal Consort. The organisation is registered as a non-profit-making incorporated company limited by guarantee under a defined constitution.</p> <p>The Board is elected by Institute members and oversees the affairs of the Institute with day-to-day management in the hands of the Artistic Director and the General Manager, who are assisted by various staff and volunteers.</p>
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Primary Purpose of this role:	<p>Reporting to the ABCI General Manager, the appointee will be responsible for:</p> <ul style="list-style-type: none"> • project and database management • singer enrolments and family on-boarding • interfacing with families at rehearsal locations as required <p>Experience with bookkeeping would be considered a strong advantage.</p>
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Direct Reports to this role:	Currently none, but specific areas of the role may be shared with volunteers.
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Key Relationships	
Internal	<ul style="list-style-type: none"> • General Manager • Artistic Director • Music Staff • Parents and volunteers • Alumni and other members of the extended ABCI community
External	<ul style="list-style-type: none"> • Potential / prospective families • Service providers (e.g. printers) • Schools

Key Decision Making in this Role:	<p>The ABCI is a community organisation in which decisions are made collaboratively amongst the parties most involved (e.g. the Board, relevant volunteer teams, staff).</p> <p>Decision-making by Administrative Assistants is confined to areas defined in this position description, and as delegated from time to time by the Artistic Director or General Manager.</p>
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Key Responsibilities/Accountabilities

1. Maintain administrative functions of the ABCI, including:
 - Maintenance of databases including singers, alumni, contacts and benefactors
 - Electronic filing and record keeping
 - Word processing, email and phone correspondence, document and report production
 - Bookkeeping using MYOB
 - Administrative assistance for the ABCI Artistic Director, General Manager and Music Staff
 - Other duties as required
2. Facilitate choir member recruitment
3. Manage internal projects such as music camps, and the promotion of choir members
4. Facilitate the identification and training of volunteers, supporting their activities

Key Personal Competencies

1. High level of interpersonal skills with emphasis on working with volunteers
2. Ability to work as part of a team
3. Ability to prioritise tasks and work to deadlines
4. Excellent verbal and written communication skills with emphasis on professional standards of communication
5. A high level of computer literacy, with special competence in Word, Excel, Outlook, etc. and database management. Experience with any/all of InDesign, MUSE, MYOB and/or Xero would be an advantage
6. Excellent customer service manner and a willingness to promote and adhere to the musical and education policies and practices of the ABCI

Working Hours

- Core working weeks are generally during Victorian school term calendar periods.
- Working hours are flexible by negotiation but may involve some after-hours work.

Term of Appointment

- After demonstrating acceptable performance in the first 3-month probationary period, the appointee will be offered a continuing appointment.
- One month's notice of resignation or termination

Child Safety

This role works with children and young people. It is your obligation to ensure their safety and to report any concerns you may have in line with the Institute's Child Safety Policy and Child Safe Code of Conduct. You will be required to provide the necessary working with children, police records and reference checks. The ABCI has zero tolerance when it comes to abuse of any kind and will take disciplinary action, including termination of employment should we determine that abuse has taken place or there has been a failure to report any suspected abuse.