

Administration Assistant (Part Time - 20 hours per week)



Our Mission

Speak Up Studio creates exciting and engaging speech and drama and musical theatre programs that build confidence and encourage children to be positive about speaking up.

Speak Up programs (based at our home studio in Red Hill, and at 15 primary schools throughout Brisbane) give children the opportunity to make friends, dress up in costumes, develop a love of reading and literature and extend their performance technique in a supportive, non-competitive environment.

We help students develop confidence, creativity and communication skills that will help them in school and stay with them for life.

What We Offer

Speak Up Studio's hires extraordinary people, and supports them every step of the way. Our leadership ideology is about finding inspired people, and giving them a platform to do what they love. It's as simple as that.

Our office is filled with laughter, Disney music, and cheerful people who are serious about the benefits of performing arts education.

We are a growing business, and offer fantastic opportunities for advancement, based on each of our team member's specific skills and career goals.

Position Description

You have always been an organiser, and have gravitated toward education because you hope to positively effect the lives of young people through your work. You love to be busy. You have experience working in an administration setting, especially responding to enquiries and following up with unpaid accounts.

Your methodical approach to your work ensures that tasks are completed consistently and to a high standard. You make managing in a busy inbox look effortless. You love keeping detailed notes. In your contact with customers, you find the perfect balance between communication that is on the one hand caring and bubbly, and on the other hand, firm and concise. Your work ensures that Speak Up Studio continues to be viewed as a professional organisation by current and prospective parents.

You love the idea of working hard to support a busy education team, on a mission to help kids build confidence. You are willing to step in and lend a hand at events and shows and you share in the student's success as they grow, learn and perform.

You want to be a part of a growing business that will acknowledge your skills and efforts, and create opportunities for you to progress your career.

Experience and Professional Background

- Experience in administration, especially in education
- Business Administration qualifications will be highly regarded
- Experience with Xero and school management software
- Experience with Apple platform (pages, numbers, IOS)

Skills

- Attention to detail
- Excellent communication skills
- Excellent organisational skills
- Ability to work autonomously

Attitudes

- Positive attitude toward working as part of a small team
- Positive attitude toward children
- Enthusiasm and passion for communication

Practical Considerations

- A current Blue Card (or the ability to obtain one)
- A current driver's licence and your own car
- Available between 8am - 3pm Monday to Friday
- Prepared to attend Speak Up concerts and events approximately twice per term

The Following Applicants Need Not Apply

- Please do not apply if you do not have experience in a customer-facing administration role
- Please do not apply if you do not have a drivers licence, and your own car.

To Apply

Please email your resume and cover letter to Miss Cathy Clur via work@speakupstudio.com.au. Please demonstrate your *attention to detail* by ensuring that your cover letter is in the body of the email (not an attachment) and that your resume contains at least two contactable referees, and is attached as a PDF. Applications close 5pm Friday 1st September, 2017.