

## **Administration Officer**

### **Lead the administrative functions of Music for Canberra**

Music for Canberra offers Canberra's largest program of instrumental, choir, ensemble & orchestral tuition, musical experiences and workshops, and performance opportunities. We believe in the positive social and personal benefits to be gained from learning music.

As part of a diverse team providing high quality, inspiring and innovative musical experiences for people of all ages, abilities and backgrounds, we are looking for an Administration Officer to lead our administrative functions, providing the critical infrastructure to enable delivery of our music education programs and live performances.

The successful applicant will bring a 'can do attitude' to the role and have the skills and knowledge of office management systems and processes to ensure the efficient operation of our office and the organisation.

You will be able to demonstrate excellent time management skills and have the ability to multi-task and prioritize work. Attention to detail and problem-solving skills are critical aspects of the role.

Working with a small office team, tutors, musicians, music therapists and volunteers, you will be resolving and managing administrative problems and challenges. Your ability to stay focused and be able to handle sensitive information in a confidential manner are essential

You will also display excellent written and verbal communication skills and be able to work both as part of a team and at times, individually. A sound knowledge of office management systems and procedures (including Sharepoint and the suite of Microsoft programs) is essential.

All Music for Canberra staff need to hold or be able to obtain a Working With Vulnerable People registration (or the relevant state equivalent) and commit to Music for Canberra's purpose and values.

Salary is negotiable and flexible working hours will be available for the right candidate, so long as operational and strategic needs are met. Free parking is also provided to employees.

We are an ACT Government Key Arts Organisation and registered charity and are committed to equity and inclusion.

If you are interested in applying, send your application (maximum 2 pages) and your CV to [recruitment@musicforcanberra.org.au](mailto:recruitment@musicforcanberra.org.au). If you have any questions, please contact us on (02) 6182 0030 for a confidential discussion.