

PROGRAM ASSISTANT

Level B | 0.8 EFT

We're seeking a highly organised, proactive and reliable person to provide support for the Australian National Academy of Music's (ANAM) busy program department. You need to be someone with a keen eye for detail, a calm and can-do approach and good communicator. This is a great opportunity for someone wanting to further their experience in arts and artist administration, within one of Australia's premier arts training environments.

Primary purpose of the role

1. To ensure the smooth delivery of studio, musician enhancement and performance activities
 2. To provide general support and assistance to the program department
 3. To provide liaison support between musicians and the program department when required.
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About ANAM

ANAM is an international, dynamic and outward facing cultural institution, training and performance company, with a demonstrated commitment to servicing and engaging with its communities. It is internationally renowned as the only purely performance classical music training academy in Australia, and one of the few in the world.

ANAM is one of the Commonwealth Government's group of ARTS8 performance and screen arts training organisations which ensure that Australia has a pipeline of talent to sustain the country's future creative life.

ANAM is currently temporarily based in the Abbotsford Convent whilst it oversees the major redevelopment of its home in the South Melbourne Town Hall (SMTH).

How to apply

Please email ANAM's Director of People and Culture. Application instructions are at the end of this advertisement.

Details of engagement

Position title:	Program Assistant
Salary classification:	Level B (from ANAM's Workplace Agreement 2016)
Salary range:	80% of \$66,365 (plus super)
Time fraction:	0.8 EFT (80%), four days a week
Employment type:	Ongoing part time, subject to the successful completion of a probationary period
Reports to:	Studio and Program Manager
Works closely with:	Program and Operations departments, ANAM faculty and musicians
Location:	Based at the Abbotsford Convent, Abbotsford, Melbourne
Commencement:	asap
End date:	n/a, subject to the successful completion of a three month probationary period

Broad areas of Responsibility

To ensure the smooth delivery of studio, musician enhancement and performance activities assist the Program team with the following tasks:

- maintain up to date musician, faculty and artist details in ANAM's database
- maintain up to date details of rostering and musician activities in ANAM's database
- scheduling of studio activities including room bookings and entry in ANAM's database
- delivery of musician recitals including collating repertoire and production requirements, the issuing of briefing sheets, ensuring scores are received and provided to recital panel/s, and feedback forms are completed
- administrating of studio activities including Masterclasses and Performance Class, including ensuring faculty participation, musician sign up and issuing of information in a timely manor
- communication of and delivery of ANAM competitions and awards, including application and adjudication process and distribution of information as required
- oversee the booking of travel requirements for faculty, musicians, guest artists/presenters and program team including ground transfers, flights and accommodation bookings in Australia and overseas
- assist with the delivery of program activities as required, including studio, musician enhancement, rehearsals and performances
- produce tour itineraries and documents as required
- process invoices and manage receipts in a timely manner
- provide administrative support to the Director, Training Program & Operations on request
- other duties as reasonably required.

This position description does not form an exhaustive list of duties. The successful applicant may be required to undertake other tasks and activities as required from time to time. ANAM reserves the right to amend or update this position description in accordance with business needs.

Delegated Responsibilities

n/a

Selection requirements

Mandatory

- Degree or demonstrated experience in a classical music environment;
- Interest in arts administration;
- A proactive approach and a positive outlook;
- Demonstrated accuracy of output and excellent attention to detail;
- Proficient skills in Microsoft Office suite;
- Excellent written and spoken English; and
- The ability to work autonomously, as well as part of a small close-knit team.
- Please note that this position may involve some physical work, including moving chairs / music stands and assisting with program activities.

Desirable

- Formal training in music and musical literacy;
- Experience working with young people; and
- First Aid training.

Other requirements

- Availability to work outside regular 'office' hours , including some evenings and weekends if required.
- Ability to travel locally as required.

All ANAM employees are required to obtain

- Current Working with Children Check;
- Nationally Coordinated Criminal History Check;
- Proof of an entitlement to work in Australia.

Other information

ANAM's Commitment to the Safety of Children and Young People

ANAM has a commitment to uphold and respect the safety of all children and young people. This position will require a Victorian Working with Children Check and a National Crime Check.

Equity and Diversity

ANAM promotes a workplace that actively seeks to include, welcome and value unique contributions of all people. ANAM encourages people with a disability, Indigenous Australians, young people and people from culturally diverse backgrounds to apply for this job.

The cohort of employees and contractors at ANAM is selected solely on the basis of merit. Employment at ANAM is based on a recruitment process that includes a panel-based interview. ANAM employees are encouraged to undertake diversity and inclusion awareness training and professional development activities.

ANAM's Acknowledgement of Country

ANAM respectfully acknowledges the traditional custodians of the lands spread across Australia on which we work and live. We uphold and honour their continued relationship to these sites, we pay respect to their Elders past, present and emerging and extend that respect to all Aboriginal and Torres Strait Islander peoples.

Applications

Enquiries and further information

- Charlotte Cassidy – Director of People and Culture, c.cassidy@anam.com.au
- Applications submitted automatically via third party sites will not be accepted.
- Further information about ANAM available at anam.com.au

How to apply

- Applications should be in one PDF document, which includes a CV and a one-page cover letter that addresses key selection criteria and your suitability for the role. Please list three referees. Referees will not be contacted without prior notice.
- Applications should be emailed to Charlotte Cassidy c.cassidy@anam.com.au
- Applications close 11.59pm on **Sunday 26 April 2026**