



Sydney Live Music Chamber of Commerce

Contract Position: Project Manager

Contract: Project management for Sydney Live Music Chamber of Commerce
Hours: Approximately one day per week, flexible
Contract Period: Late October - June 30, 2017
Pay: \$350/day
Reports to: MusicNSW Managing Director
Based at: MusicNSW Offices in Glebe or potential to also work from home

ABOUT SYDNEY LIVE MUSIC CHAMBER OF COMMERCE

MusicNSW and members from the music industry are establishing a new entity called the Sydney Live Music Chamber of Commerce, a group of representatives from Sydney music businesses working together for the support and development of Sydney's live music industry. This includes representatives from venues, artists, promoters, ticketing, labels, festivals and other businesses invested in the development, sustainability and growth of the live sector in Sydney.

The Sydney Live Music Chamber of Commerce (The Chamber) will provide a platform for sharing resources and data, collaboration on projects and act as a central unified voice for businesses associated with live music in metropolitan Sydney.

MusicNSW is seeking a project manager to oversee the establishment of The Chamber through liaising with stakeholders and working closely with a strategic planner to deliver a three-year strategic plan and business framework. At the end of the one-year project we hope to have The Chamber fully established and working towards its strategic plan.

Responsibilities and tasks include, but are not limited to:

- Industry consultation and stakeholder engagement
- Research
- Data collection
- Engage and oversee strategic planner
- Coordination of communication / marketing / publicity activities
- Ensure delivery of a three-year strategic plan
- Project reporting to The Chamber
- Database creation and management

Essential:

- Must be highly organized and efficient
- Excellent communication skills
- Stakeholder engagement experience
- Experience with strategic planning
- Communications and marketing experience
- Research skills
- Budget management experience
- Must have ABN for invoicing
- Music industry knowledge and experience

Desirable but not essential:

- Proficient with cloud file management systems such as Google Drive, Dropbox, 365 etc
- Project management software experience such as Basecamp
- Experience with social media platforms

If you have any questions or would like more detail on the position, please get in touch:
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