



**MUSICNSW – OPERATIONS MANAGER
POSITION ADVERTISEMENT**

MusicNSW is a not-for-profit association representing contemporary music in NSW. We exist to support the creative and economic expansion of the Contemporary Music Industry within NSW.

Summary

We are currently seeking a permanent part-time Operations Manager to work alongside the MusicNSW Executive Officer to lead MusicNSW through its next stage of growth and development.

Applications Close: 30 June 2010

Web Site: www.musicnsw.com

Location: Australia - New South Wales - Sydney

Position – Permanent part-time – 22.5 hours per week

Salary: pro rata of \$55,000 p.a. plus 9% superannuation contribution.

Applications

To apply for this position email your CV with a Cover Letter and a statement addressing the selection criteria on or before 30 June 2010 to:

Jules Munro
President
MusicNSW
C/-Ms Tameiko Tay Moule
Simpsons Solicitors
Level 2, Lot 1, Pier 8/9 23 Hickson Road
Millers Point NSW 2000 Sydney
Email: reception@simpsons.com.au
Ph. 8014 5050

Role

Reporting to and working alongside the Executive Officer, this position's primary responsibility is ensuring organisational effectiveness by providing leadership for the Association's financial, reporting and compliance functions.

In concert with the Executive Officer, this position also contributes to the development and implementation of organisational strategies, policies and practices. You will work with the Executive Officer to increase the Association's capacity and facilitate the determination and execution of the strategic direction and objectives of MusicNSW and deliver, manage and monitor them against the Association's KPIs.

Responsibilities

You will:

- Ensure all responsibilities related to the Association's funding are met.
- Oversee overall financial management, planning, systems and controls.
- Manage the Association's budget in coordination with the Executive Officer.
- Improve the operational systems, processes and policies in support of the Association's mission - specifically, to support better management reporting, business process and organisational planning.
- Review and further develop planning and reporting procedures against the business plan and operational plans and their stated KPIs.
- Engage in a thorough evaluation of all structures and processes on an annual basis.
- Maintain progressive financial and project governance, through effective project management procedures, financial management procedures, regular reporting and analysis of figures and statistical data, accurate budgeting and approval systems.
- Deliver progressive human resource management, incorporating progressive communication strategies, staff development opportunities, succession plans and delivery of both OH&S and EEO Policies.
- Ensure good fiscal governance through applying accounting procedures that adhere to generally accepted accounting standards, timely reporting processes, effective budgeting processes, appropriate financial controls and facilitating an independent annual audit.
- Maintain and improve the Association's governance through roles and responsibility documentation, recruitment and succession plans and policy and procedure documentation.

Selection Criteria

Essential:

- Demonstrated experience in planning processes, government contract management, and KPI reporting.
- Demonstrated financial management skills, including a working knowledge of MYOB.
- Demonstrated understanding of grant/funding structures and priorities and ability to negotiate confidently.
- Knowledge and experience in organisational effectiveness and operations management, implementing best practice standards.
- Proven people management and organisational skills.
- High-level interpersonal, oral and written communication skills.

Desired:

- Experience in a senior management role in a not-for-profit and Committee governed organisation.
- An understanding of and experience in the contemporary music industry.