

Direct reports



Time

Employer

Trading As

Closing Date

Indent Project Officer and Project Assistant

MusicNSW is a not-for-profit association representing contemporary music in NSW. We exist to support the creative and economic expansion of musicians and the Contemporary Music Industry within NSW through advocacy, resource assistance, activating growth of industry infrastructure, delivery of tailored initiatives and provision of advice and referrals.

Indent is the all-ages project of MusicNSW and provides advice, resources, information and workshops to groups of young people interested in the music business and event management across the state. Indent gives out small event grants via the partnership grants program as well as running a number of other initiatives to achieve its goals. In 2010 these programs included:

- The Indent 10 Year Tour (ft Urthboy)
- The Indent Skills Enhancement Program
- The "X Fest" event management handbook
- The Indent Open Day

Position Summary

The Indent Project Manager is responsible for the operation and advancement of the Indent project to ensure it continues to address the needs of young people looking to enter the music and events industry. It requires an ability to work closely with government bodies, music industry, local councils and young people.

Position Title

Indent Project Manager

Responsibilities

- Oversee and address the needs of the Indent Project Officer and Project Assistant.
- Organise and plan Indent Event Management/Music Business workshops, including quotes and tailored programs.
- Develop the strategic direction of the Indent Project.
- Deliver activities to enhance all ages entertainment across NSW.
- Develop and manage Indent budget and track all spending.
- Deliver all required reporting including the Indent Annual report.
- Apply for funding and explore new opportunities for revenue for the Indent project.
- Oversee applications, allocation and distribution of Indent Partnership Grants in conjunction with Indent staff.
- Convene and conduct at least 4 meetings of the Indent Advisory Group annually.
- Organise planning of annual Indent Open Day
- Superior communication skills, ability to communicate clearly, confidently and articulately.
- Implement effective marketing to communicate the Indent brand.

Selection Criteria

- Passion for assisting and educating young people.
- Experience in managing and delivering projects.
- Demonstrated knowledge of the contemporary Australian music industry.
- Excellent communication and analytical skills.
- Sound knowledge of staging music events and event management processes.
- Strong financial management skills.
- Ability to work on a number of tasks concurrently.
- Understanding of planning processes and KPI reporting.
- Proven people management and organisational skills.

Preferred Qualifications

- Graduate Qualifications in Music Business, Communications or other relevant industry experience.

Special Instructions to Applicants

Please submit:

1. Cover Letter
2. A current Curriculum Vitae including referees
3. Statement addressing the Selection Criteria

Salary

\$44k - \$50k p.a., pro rata, plus 9% superannuation contribution

Hours per Week

30 hours per week