



**MUSICNSW – EXECUTIVE OFFICER (MATERNITY LEAVE POSITION)
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 part-time (four days p/week) Executive Officer to fill a maternity leave position for 11 months.

Reporting to the Management Committee, the Executive Officer will lead MusicNSW through its next stage of growth and development. Working with the Management Committee and MusicNSW's dynamic staff, you will be responsible for the overall delivery of objectives set out within the first year of MusicNSW's three-year strategic plan.

Applications Close: 20 June 2011

Web Site: www.musicnsw.com

Location: Australia - New South Wales - Sydney

Position – fixed term contract – 11 months – 30 hours per week

Salary: pro rata of \$65,000 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 20 June 2011 to:

Eliza Sarlos
Executive Officer
PO Box K497
Haymarket NSW 1240
Email: eliza@musicnsw.com
Ph: 02 9281 1600

Role

The Executive Officer is responsible for implementing the vision of MusicNSW's Management Committee, and ensuring the effective, accountable and responsible management of the organisation.

With the organisation at an important stage in its development, you will be responsible for building partnerships with government and industry stakeholders, and consolidating MusicNSW's reputation as the peak body for contemporary music in NSW through advocacy and representation.

You will work with these stakeholders to develop the NSW contemporary music sector through the methods outlined in the strategic plan including artist and industry support, advocacy and specific project delivery.

Responsibilities

Your responsibilities will include, but are not limited to:

Program Development and Support

- Develop and expand upon opportunities for the professional development of contemporary music artists and industry.
- Develop and deliver services and projects that increase industry capacity and audience development on a state, national and international platform. This includes identifying sources of funding and support and building business cases for projects.
- Project Supervision – Indent, Whichway, Sound Summit and all future projects.

Advocate for the creative and economic development of the contemporary music sector

- Liaise with the Management Committee and key stakeholders to develop a NSW Contemporary Music Policy and manage policy implementation based on the MusicNSW strategic plan.
- Act as advocate and lobbyist on behalf of all participants in the contemporary music sector in NSW.
- Observe and monitor the needs of a diverse music industry and be an advocate in particular to government on behalf of the industry.

Partnerships

- Frequent interaction with the Office of the NSW Minister for the Arts
- Frequent interaction with relevant NSW government departments, including Arts NSW, Industry and Investment NSW and the Department of Education and Training.
- Regular interaction with key corporate and business stakeholders
- Regular interaction with other state and federal peak music industry associations and arts bodies

Secure organisational capacity to deliver

With the Operations Manager:

- Coordinate organisational governance matters including strategically enhancing planning instruments.
- Ensure operational financial viability
- Refine human resources management and planning
- Develop effective internal communications mechanisms
- Develop and document operational systems and processes

Selection Criteria

Essential:

- Experience in a senior management role in a not for profit, with evidence of sound financial and organisational management.
- Demonstrated experience in planning processes and KPI reporting.
- Experience in policy development and advocacy.
- Exceptional interpersonal and communication skills, both oral and written, and ability to manage conflict and gain consensus
- Demonstrated understanding of grant/funding structures and priorities and ability to negotiate confidently.
- High degree of analytical skills, ability to think critically and systematically in relation to industry needs and visionary development.
- Proven people management and organisational skills.
- Demonstrated knowledge of the contemporary music sector on a local, national and international platform.

- Ability to work with and represent constituents whilst maintaining a neutral disposition.
- General knowledge of a wide range of music genres.
- Demonstrated success in leading the implementation of organisational strategic plans and business plans.
- Sound judgement underpinned by creative and strategic thinking and analysis

Desired:

- Demonstrated ability to attract, manage and execute grant funding.
- Relevant tertiary qualification.