

MUSICNSW

Regional Coordinator Role Description

Role: Regional Coordinator
Direct report: Regional Manager
Hours: 2 days per week (15 hours). One set day, one flexible day.

*Initially this role is set at 2 days per week. There may be an opportunity to increase this to 3 days per week.

This role will also require you to occasionally work during evenings and weekends. This will be part of your 15 hours.

Start date: 1st March 2023

Remuneration: \$65k, pro rata 2 days. Plus superannuation. (This equates to \$26k annually and approximately \$500 gross per week)

Place of Work: Coordinators will have a set geographic area to oversee, as well as working collaboratively with other coordinators and the MusicNSW Metro team. Coordinators will work autonomously 2 days per week from a regional location (home office, share office or other agreed location).

Some travel is necessary as part of this role, both within the set geographic area, and other areas of NSW (regional locations and Sydney). All accommodation and travel expenses will be covered by MusicNSW, including modest per diems and petrol expenses. Travel dates will be scheduled in advance, and not total more than 12 overnight stays per 12 month period.

Key Tasks::

- Represent MusicNSW in regional NSW
- Develop and deliver workshops and networking events for regional industry and artists
- Offer ongoing 1-on-1 consultations for artists and industry
- Work collaboratively as a regional team to support the delivery of inter-regional tours
- Build and maintain regional industry and artist databases
- Complete annual live music censuses for assigned regions
- Facilitate community networking through recommendations, introductions and advice
- Develop the Regional Touring Network website and resources
- Administer social media groups
- Maintain spotify playlists

Eligibility

To apply you must:

- Be an Australian citizen or permanent resident
- Have lived in the same area of regional NSW for a minimum of 12 months
- Have your full driver's licence and regular easy access to a car
- Have access to a home office or office space with reliable internet access

Selection Criteria

Essential

- Experience working in creative industries (music, arts, theatre or other)
- Demonstrated knowledge of the contemporary music sector
- Demonstrated experience engaging and working with a wide range of stakeholders
- Excellent written and verbal communication skills
- Excellent communication and presentation skills
- Existing knowledge and experience within your local music scene
- Ability to collaborate and work in a team environment
- Ability to work remotely and independently, with a diligent work ethic
- Highly proficient computer and admin skills
- Ability to work to timelines and deadlines
- Australian Drivers Licence

Highly Desirable

- Experience in delivering tours
- Experience with live-streaming events
- Event coordination experience
- Experience with Google suite including G-Drive, Sheets and Docs
- Ability to host and lead workshops and networking sessions
- Working with children check
- Prior project management experience within an arts or music context

Submitting and Editing

The [Application](#) can be edited before submission until Tuesday 31st January 2023, when submissions close, no further submissions or edits will be accepted after this time.

Advice on your application

Have a question about your application? We have a FAQ page [here](#)

MusicNSW offices are closed from 19th December 2022 and reopen on 16th January 2023. You can book in a 15 min meeting via our booking calendar [here](#). Meetings can be via phone or video call.

Or email jobs@musicnsw.com, noting we will get back to you once the team returns to work on January 16, 2023

Notification of your application

All applicants will be notified in writing of the outcome of their application in March 2023