

MUSICNSW

Regional Manager Role - Position Description

Role:	Regional Manager
Number of roles:	One available
Direct report:	MusicNSW Executive Producer
Hours:	4 days per week, for a total of 30 hours (one set day, three flexible)
Start date:	1st March 2023
Remuneration:	\$80k, pro rata 4 days (\$64k annually). Plus superannuation.
Place of Work:	

The Regional Manager will have a geographic area to oversee, as well as managing the Regional Coordinators across NSW and working collaboratively with MusicNSW Metro team, the Regional Manager will work autonomously 4 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:

- Oversee the annual calendar of events and ensure the regional program achieves its annual deliverables
- Manage four Regional Coordinators by:
 - Regular staff meetings & communications
 - Driving the regional team's development and delivery of workshops and networking events for regional industry and artists, in collaboration with the Executive Producer
 - Driving the regional team's development and delivery of five annual intra-regional tours
 - Ensuring all projects and tasks are delivered on time
 - Ensuring program objectives are met
 - Regular reporting to MusicNSW Executive Producer
- Represent MusicNSW in Regional NSW and participate in speaking engagements on behalf of MusicNSW
- Facilitate community networking through recommendations, introductions and advice
- Provide 1-on-1 consultations for artists and industry
- Build and maintain regional industry and artist databases
- Complete annual live music censuses for assigned regions
- Maintain MusicNSW's Regional Touring Network website and resources
- Ensure all MusicNSW Regional Social Media groups are maintained
- Ensure all MusicNSW Regional Spotify Playlists are maintained
- Work with MusicNSW Executive Producer to build the program and develop potential income streams
- Provide an end-of-year report
- Prepare updates for the MusicNSW board

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 vehicle
- Have access to a home office or office space with reliable internet access

Selection Criteria

Essential

- A minimum of 2 years experience managing staff
- Prior project management experience
- 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
- Public speaking experience including workshop and panel presentations
- 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 managing remote teams
- Experience in delivering music 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