



MusicNSW Managing Director - Position Description

Employment	Permanent, Full time
Reports to	MusicNSW Board
Salary	Commensurate with experience
Direct Reports	3
Team size	10
Work location	Sydney CBD Office

About MusicNSW:

MusicNSW is a fast-paced, agile organisation dedicated to developing and nurturing the music industry in New South Wales. With a rich history spanning over 20 years, MusicNSW is a leading resource for musicians, artists, and industry professionals and provides information and opportunities to empower and connect the local music community. MusicNSW actively advocates for a thriving and inclusive music industry through policy development and industry initiatives, government partnerships and consultation.

Position Overview:

We are seeking a highly motivated and experienced individual to serve as the Managing Director of MusicNSW. As Managing Director, you will be responsible for leading and overseeing all aspects of the organisation's operations, strategic planning, advocacy, staffing, budgeting and financing, and strategic program development. This is a key leadership role that requires a deep understanding of the music industry, strong management skills, and a passion for supporting and promoting the interests of music professionals and businesses.

Responsibilities:

Strategic Planning and Vision

- Developing and implementing strategic planning that aligns with the organisation's mission, goals, and values.
- Identify emerging trends, challenges, and opportunities in the music industry and adjusting organisational strategies accordingly.
- Providing visionary leadership and guidance to the organisation's staff, and stakeholders.

Advocacy and Public Relations:

- Serve as the primary advocate and spokesperson for the organisation, representing the interests of the music industry to policymakers, industry leaders, government, media and the public.

- Develop and maintain relationships with government agencies, industry associations and partner organisations, politicians and staffers, media outlets, and other relevant stakeholders.
- Stay informed about legislative and regulatory developments that impact the music industry and coordinate advocacy efforts to support favorable policies.

Program Development and Implementation:

- Oversee the development and delivery of professional development programs, workshops, masterclasses, and conferences for music professionals alongside MusicNSW's Executive Producer
- Identify and collaborate with industry experts, artists, and mentors to provide valuable resources and learning opportunities.
- Monitor program effectiveness and make necessary improvements to ensure the organisation's offerings meet the needs of music professionals.
- Ensure programs meet KPIs of the organisation and funding partners.

Financial Management:

- Develop and manage the organisation's annual budget, ensuring fiscal responsibility and alignment with strategic priorities.
- Oversee fundraising activities, including grant writing, corporate sponsorships, and individual donor cultivation.
- Work with the MusicNSW accountant to maintain accurate financial records, prepare financial reports, and ensure governance and compliance with applicable laws and regulations.

Team Leadership and Management:

- Provide leadership and direction to the MusicNSW team
- Foster a positive, safe and collaborative work environment that encourages professional growth, creativity, and teamwork.
- Conduct regular performance evaluations, provide feedback, and support professional development opportunities for staff members.
- Report directly to the Board on all operational matters including staffing, funding, advocacy and industry issues.

Qualifications, experience & skills:

- Bachelor's or Master's degree in music, arts management, nonprofit management, or a related field.
- Proven experience (5+ years) in a leadership role within the music industry, nonprofit sector, or advocacy organisations.
- Strong knowledge and understanding of the music industry, including current trends, challenges, and opportunities.

- Excellent communication skills, both verbal and written, with the ability to effectively represent the organisation to diverse audiences.
- Demonstrated experience in strategic planning, program development, and project management.
- Experience in advocacy and public relations, including engaging with government agencies and industry stakeholders.
- Strong financial management skills, including budgeting, fundraising, and grant writing.
- Ability to lead and motivate a team, manage multiple priorities, and work collaboratively with diverse stakeholders.

We offer a competitive salary commensurate with experience and a supportive work environment that values innovation, creativity, and collaboration. This is a unique opportunity to make a meaningful impact on the music industry and lead the development of the NSW music industry through an exciting phase, full of opportunity.

To apply, please submit your resume, and a one-page cover letter addressing your suitability for the responsibilities of the role, specifically:

- Strategic Planning and Vision
- Advocacy and Public Relations
- Program Development and Implementation
- Financial Management
- Team Leadership and Management

Applications will be accepted via [this form](#) until 5pm AEST Monday 31 July, and only shortlisted candidates will be contacted for further consideration.