

MUSICNSW

Job Description: First Nations Event Coordinator

Overview

MusicNSW is the state music body for contemporary music in NSW. We are looking for a First Nations Event Coordinator to support the First Nations Development Coordinator in the development and delivery of EPK Masterclasses in Sydney, Regional NSW and online.

The hiring of a First Nations Events Coordinator is a direct response to recent First Nations community consultation on the need for tailored support and resources conducted by MusicNSW and led by the First Nations Development Coordinator.

Through a series of capacity-building workshops staggered across four months in Sydney, regional NSW and online, MusicNSW will assist First Nations artists to develop their own Electronic Press Kit (EPK). Participants will develop and receive professional assets including press shots and artist biographies and guidance on how to use their EPK to advance their careers.

The role will also support the nationwide research conducted by the First Nations Coordinator to develop a First Nations Industry, pathways and mentoring program to support the development of First Nations-led music businesses in NSW. Research will be undertaken from the MusicNSW Sydney office and interviews and consultation will be either in-person or online.

This is an identified position. An identified role is where having a particular race, gender, or age is a genuine requirement to occupy that role. In an Aboriginal identified position, you must be Aboriginal because you work directly with our mob.

Role:	First Nations Event Coordinator
Position type:	Identified position
Reporting to:	First Nations Development Coordinator
Hours:	2 days per week (15 hrs)
Contract:	4-month fixed-term contract
Start Date:	Mid-April 2024
End date:	Mid-August 2024
Location:	Sydney, 119 Bathurst Street
Remuneration:	\$65,000 (pro rata), plus superannuation
Applications due:	Monday, 25 March, 5 pm (AEDT)

Note: Occasional travel around NSW will be necessary for this role. All accommodation and travel expenses will be covered by MusicNSW, including modest per diems.

Key Responsibilities

Key responsibilities include, but are not limited to:

- EPK workshops event planning
- Programming speakers
- Venue recces
- Event production
- Develop workshop marketing in consultation with the MusicNSW Marketing team
- Event delivery
- Reporting
- Event planning for any roundtable consultation (max 2)

Skills & Experience

Essential

- Experience in delivering events/event planning
- Must hold a NSW Drivers Licence
- Be known and accepted within the First Nations community
- Have connections within the First Nations communities
- Have experience working with First Nations peoples

Desired

- Event coordinator or producer experience
- Experience leading a project
- Experience in working with artists and the music industry
- Experience with digital platforms, social media, Humanitix
- Experience using Microsoft Suite, Google Drive and monday.com
- Experience in time management and meeting deadlines
- Great communication skills
- Ability to work independently and as part of a team

If you have any questions please email jobs@musicnsw.com.