

# MUSICNSW

## Job Description: First Nations Project Coordinator

### Overview

MusicNSW is the peak body for contemporary music in New South Wales - a repository of industry knowledge and standard-bearer for the grassroots, with the wellbeing of artists at the centre of all that we do.

As a non-government, not-for-profit organisation, we have proudly delivered impact for NSW artists and industry since 1998.

We are looking for a First Nations Project Coordinator to support the MusicNSW First Nations Development Manager to deliver a range of projects including professional development activities and the production of artist resources.

This is an identified position and as such, Aboriginality is an essential requirement of the role. Aboriginal identified positions are developed where Aboriginal identity, cultural knowledge or connections are a genuine aspect of the role.

<b>Role:</b>	First Nations Project Coordinator
<b>Position type:</b>	Identified position
<b>Reporting to:</b>	First Nations Development Manager
<b>Hours:</b>	2 days per week (15 hrs)
<b>Contract:</b>	Fixed-term contract
<b>Start Date:</b>	Mid-Jan 2026
<b>End date:</b>	31 Dec 2026
<b>Location:</b>	Sydney, 119 Bathurst Street
<b>Remuneration:</b>	\$75,000 (pro rata), plus superannuation
<b>Applications due:</b>	Sun 9 November 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:

- Coordinating projects with internal and external stakeholders
- Event planning & production
- Programming speakers
- Venue recces
- Develop workshop marketing in consultation with the MusicNSW Marketing team
- Event delivery
- Reporting

### Skills & Experience

#### *Essential*

- Experience in delivering events/event planning
- Be known and accepted within the First Nations community
- Have connections within 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](mailto:jobs@musicnsw.com).