

MUSICNSW

Job Description: Regional Coordinator (Mid North Coast, Orana & Upper Hunter)

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 work to develop and strengthen the critical skills, knowledge, imagination, and industry infrastructure needed to see NSW music communities truly thrive.

We're looking for a music industry professional living and working in the Mid North Coast, Orana or Upper Hunter regions, and who is embedded in their local scene, to deliver targeted support across these areas. This coordinator role is an exciting opportunity to join a fast-paced team dedicated to supporting the development of the NSW music industry.

Role:	Regional Coordinator (Mid North Coast, Orana or Upper Hunter NSW)
Direct Report:	Regional Manager
Hours:	3 days per week (22.5 hrs)
Contract:	12-month fixed term contract
Location:	Mid North Coast, Orana or Upper Hunter NSW
Start Date:	ASAP
Remuneration:	\$75k (pro rata), plus superannuation
Applications due:	Wednesday 22 April, 5pm (AEST)

Place of Work: The Regional Coordinator (Mid North Coast, Orana & Upper Hunter) will work autonomously 3 days per week from a Mid North Coast, Orana or Upper Hunter location (home office, share office or other agreed location).

Note: 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.

The Role

The Regional Coordinator (Mid North Coast, Orana & Upper Hunter) will oversee set geographic footprint across Mid North Coast, Orana & Upper Hunter NSW. The Coordinator will also work collaboratively with other Regional Coordinators and others in the broader MusicNSW team.

Key responsibilities:

- Represent MusicNSW in Mid North Coast, Orana & Upper Hunter regions
- Work as part of the MusicNSW regional team to develop, program and deliver workshops and networking events for Mid North Coast, Orana & Upper Hunter and regional industry and artists
- Work collaboratively as part of the MusicNSW regional team to support the delivery of inter-regional tours
- Develop relationships with local industry and identify strategic partnerships across program delivery
- Offer ongoing 1-on-1 consultations for Mid North Coast, Orana & Upper Hunter artists and industry
- Build and maintain Mid North Coast, Orana & Upper Hunter industry and artist databases
- Facilitate community networking through recommendations, introductions and advice
- Add live music venues from the set geographic footprint to the Regional Touring Network website
- Maintain and administer social media groups and playlists

Skills & Experience

Essential

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

Desired

- Experience with live-streaming events
- Experience with touring events
- 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

To Apply

To apply please complete the online application form and upload a PDF version of:

- Your CV
- A cover letter addressing the skills and experience

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