



## **MUSICNSW – CORPORATE DIRECTOR – POSITION ADVERTISEMENT**

MusicNSW, is a not-for-profit association representing contemporary music in NSW. We exist to support the creative and economic expansion of the Contemporary Music Industry within NSW.

### **Summary**

We are currently seeking a permanent part-time Corporate Director to work alongside the MusicNSW Creative Director to lead MusicNSW through its next stage of growth and development.

### **Applications Close: 13 November 2009**

Web Site: [www.musicnsw.com](http://www.musicnsw.com)

Location: Australia - New South Wales - Sydney

Position – Permanent Part Time – 18.75 hours per week

Salary: pro rata of \$60,000 p.a plus 9% superannuation contribution.

### **Applications**

To apply for this position. email your CV with a Cover Letter on or before 13 November 2009 to:

Jules Munro  
President  
Music NSW  
C/-Ms Tameiko Tay Moule  
Simpsons Solicitors  
Level 2, Lot 1, Pier 8/9 23 Hickson Road  
Millers Point NSW 2000 Sydney  
Email: [reception@simpsons.com.au](mailto:reception@simpsons.com.au)  
Ph. 8014 5050

### **Role**

You will manage the corporate governance of the organisation, including its financial management, human resources, legal compliance and the organisation's relationships with State and Federal Government. You will work with the Board of MusicNSW to determine and execute the strategic direction and objectives of Music NSW and deliver, manage and monitor the against our milestones.

### **Duties**

You will:

- Ensure all corporate funding and responsibilities are met.
- Maintain and improve board governance through consolidation of roles and responsibility documentation, recruitment and succession plans and policy and procedure documentation.
- Review and further develop planning and reporting procedures against business plan and operational plans and their stated KPI's.
- Effectively liaise with the MNSW Board.



- Engage in rigorous and thorough evaluation of all structures and processes on an annual basis.
- Maintain progressive financial and project governance, through effective project management procedures, financial management procedures, regular reporting and analysis of figures and statistical data, accurate budgeting and approval systems.
- Deliver progressive human resource management, incorporating progressive communication strategies, staff development opportunities, succession plans and delivery of both OH&S and EEO Policies.
- Ensure good fiscal governance through applying accounting procedures that adhere to generally accepted accounting standards, timely reporting processes, effective budgeting processes, appropriate financial delegations and the facilitating of an independent annual audit.
- Monitor, inform and influence Government policy at state, national and international level as it relates to NSW artists and industry.
- Ensure MNSW partners and contribute to strategic industry research.
- Source funds for and manage a devolved grant program that supports creative development and touring for NSW artists.
- Explore resourcing opportunities for Regional Development.
- Ensure effective marketing of MNSW to stakeholders.

Jointly with the Creative Director you will:

- Facilitate opportunities to inform government regarding the status and operations of the NSW Music Industry.
- Ensure MusicNSW is a proactive state member of Australian Music Industry Network (AMIN).
- Continue to address current industry needs related to management skills, digital commerce information and live performance opportunities.

### **Selection Criteria**

#### **Highly Preferable:**

- Experience in a senior management role in a not for profit and board governed organisation.

#### **Essential:**

- Demonstrated experience in planning processes and KPI reporting.
- Demonstrated financial management skills, including a working knowledge of MYOB.
- Experience in policy development and advocacy.
- High-level interpersonal, oral and written communication skills.
- Demonstrated understanding of grant/funding structures and priorities and ability to negotiate confidently.
- High degree of analytical skills, ability to think critically and systematically in relation to industry needs and visionary development.
- Proven people management and organisational skills.