



## Position Description

Category  
Part-Time or Full-Time  
Employer  
Trading As  
Closing Date  
Position Title

CEO – (joint)  
Permanent Part-Time  
Music Association (NSW)  
MusicNSW

Corporate Director

Company Description

MusicNSW, is a not-for-profit association representing contemporary music in NSW. We exist to support the creative and economic expansion of musicians and the Contemporary Music Industry within NSW through advocacy, resource assistance, activating growth of industry infrastructure, delivery of tailored initiatives and provision of advice and referrals.

MusicNSW is located in Sydney, NSW, in the Alexandria Music Hub on Botany Rd.

We are the NSW Music Association that exists to represent artists and industry at all levels accessible to all our constituents on a non fee basis.

Position Summary

The Corporate Director is responsible for the internal governance of the organisation, ensuring all corporate and legal responsibilities are managed effectively, developing and monitoring internal policies, plans and procedures, ensuring the fiscal stability of the organisation, is responsible for Board Governance, and is the contact point for key government relations.

The Corporate Director works jointly with the Creative Director at the CEO level reporting directly to The Board of Directors, with the Creative Director advising the industry framework within which the organisation operates.

Responsibilities

- 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

## Selection Criteria

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 be responsible for

- Facilitate opportunities to inform government regarding the status and operations of the NSW Music Industry.
- Ensure MusicNSW is a proactive state member of AMIN.
- Continue to address current industry needs related to management skills, digital commerce information and live performance opportunities.
- Experience in a senior management role in a not for profit and board governed organisation.
- Demonstrated experience in planning processes and KPI reporting.
- Demonstrated financial management skills, including a working knowledge of

	<p>MYOB.</p> <ul style="list-style-type: none"> <li>• Experience in policy development and advocacy.</li> <li>• High-level interpersonal, oral and written communication skills.</li> <li>• Demonstrated understanding of grant/funding structures and priorities and ability to negotiate confidently.</li> <li>• High degree of analytical skills, ability to think critically and systematically in relation to industry needs and visionary development.</li> <li>• Proven people management and organisational skills.</li> </ul>
Preferred Qualifications	<ul style="list-style-type: none"> <li>• Graduate Qualifications in Arts Administration, Music Business, Communications or other relevant discipline.</li> </ul>
Special Instructions to Applicants	<p>Please submit:</p> <ol style="list-style-type: none"> <li>1. Cover Letter</li> <li>2. A current Curriculum Vitae including referees</li> </ol>
Salary	<p>Pro rata of \$60,000 p.a. plus 9% superannuation contribution</p>
Hours per Week	<p>18.75 hours per week</p>