



CASUAL (15 – 20 hr/week) OFFICE MANAGER POSITION AVAILABLE

MusicNSW is looking for someone engaged and interested in the music industry to take on a casual role as Office Manager in the organisation.

MusicNSW is interested in receiving applications from individuals with high organisational skills and good communication, to join our small dynamic team. In this position you will be responsible for maintaining office efficiency and assisting the staff and directors in their day-to-day operations.

These duties include, but are not limited to:

- Office duties/ maintenance
- Organising and maintaining office communication facilities
- Organising and collecting mail, including couriers
- Assisting on site during workshops (Indent, Whichway, Sound Summit)
- Updating website

There is no need to come to this position with experience. We are after someone interested in pursuing a career in the music industry at an entry level. This position is suitable for individuals currently studying and hours are negotiable.

To apply for this position submit your CV along with a cover letter and references.

Applications close at 5pm Wednesday May 19, 2010.

Email to MusicNSW's Corporate Director, Greg Carey – greg@musicnsw.com