



**MUSICNSW – PROJECT COORDINATOR  
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 sector within NSW.

**Summary**

We are currently seeking a permanent part-time project coordinator to work alongside the MusicNSW team, on developing and delivering the Indent – all ages entertainment program.

**Applications Close: 31 May 2011**

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

Location: Australia - New South Wales - Sydney

Position – Permanent part-time – 22.5 hours per week

Salary: pro rata of \$40,000 p.a. plus 9% superannuation contribution.

**Applications**

To apply for this position email your CV with a Cover Letter and a statement addressing the selection criteria on or before 31 May 2011 to:

Sarah Davie  
Operations Manager  
PO Box K497  
Haymarket NSW 1240  
Email: [sarah@musicnsw.com](mailto:sarah@musicnsw.com)  
Ph: 02 9281 1600

**Role**

Reporting to the Indent Project Manager and the Executive Officer, this position's primary responsibility is to support the delivery of a number of projects and events, and to develop resources that support all ages entertainment in NSW.

**Responsibilities**

You will be responsible for:

- Managing the delivery of the Indent Partnership Grants program to community based teams across the state
- Working directly with young people and communities in NSW to develop and support all ages entertainment across the state.

- Managing responsibilities to external stakeholders of the Indent project including industry and media partners, funding bodies and artists.
- Managing skills development programs and workshops for young people across NSW
- Providing online resources and information to assist young people in developing music industry skills and knowledge.
- Assist the Indent Project Manager and MusicNSW management as required.

### **Selection Criteria**

#### **Essential:**

- Excellent communication skills
- Good organisation skills and ability to prioritise and manage own time
- High level of computer literacy
- Knowledge of the contemporary music sector and/ or all ages entertainment in NSW

#### **Desired:**

- Engaged in or recently completed a tertiary qualification in communication, music, event management or other relevant field.