

# MUSICNSW

## Job Description: Newcastle Coordinator

### Overview

MusicNSW is the state peak body for contemporary music in NSW. We are a not-for-profit, non-government organisation that empowers and connects artists and industry. We do this through a range of programs and services, including Sound Advice, and First Nations and regional music development, which are focused on providing professional and skill development opportunities, access to best practice information and resources, assistance and information related to funding opportunities, networking events and bringing industry together for facilitated consultation.

We're looking for a music industry professional living and working in the Newcastle area and surrounds, embedded in their local scene, to deliver targeted support across the Newcastle region and surrounds. This coordinator role is an exciting opportunity to join a fast-paced team dedicated to supporting the development of the NSW music industry.

<b>Role:</b>	Newcastle Coordinator
<b>Direct Report:</b>	Program Manager
<b>Hours:</b>	3 days per week (22.5 hrs)
<b>Contract:</b>	12-month fixed term contract
<b>Location:</b>	Newcastle
<b>Start Date:</b>	ASAP
<b>Remuneration:</b>	\$65k (pro rata), plus superannuation
<b>Applications due:</b>	Friday 7 June, 5pm (AEST)

**Place of Work:** The Newcastle Coordinator will work autonomously 3 days per week from a Newcastle location (home office, share office or other agreed location). They may work from the MusicNSW Head Office in CBD Sydney at their own discretion.

**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 Newcastle Coordinator will have a set geographic footprint across Newcastle and its surrounds to oversee while working collaboratively with other coordinators and the entire MusicNSW team.

Key responsibilities:

- Represent MusicNSW in Newcastle
- Work with MusicNSW Program Manager to develop and deliver workshops and networking events for Newcastle industry and artists
- Develop relationships with local industry and identify strategic partnerships across program delivery
- Offer ongoing 1-on-1 consultations for Newcastle artists and industry
- Work collaboratively with the MusicNSW team across programming and development
- Build and maintain Newcastle 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
- Implement and administer social media groups where applicable
- Instigate and maintain a Spotify playlist

## Skills & Experience

### *Essential*

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

### *Desired*

- Experience with live-streaming 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](mailto:jobs@musicnsw.com).