

# MUSICNSW

## Job Description: Program Manager

### 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.

This is a leadership programming position. We're seeking an individual with a keen interest in sector development and a proven track record in programming, project and event management to support the development of the NSW contemporary music industry through the inception and delivery of strategic programming.

<b>Role:</b>	Program Manager
<b>Direct Reports:</b>	Managing Director
<b>Staff:</b>	Manage a team of 3
<b>Hours:</b>	4-5 days per week (30-37.5 hrs)
<b>Contract:</b>	12-month fixed term contract
<b>Location:</b>	Sydney, 119 Bathurst Street
<b>Start Date:</b>	ASAP
<b>Remuneration:</b>	\$95K (pro rata), plus superannuation
<b>Applications due:</b>	Friday 7 June, 5pm (AEST)

**Note:** Occasional travel around NSW may be a necessary part of this role. All accommodation and travel expenses will be covered by MusicNSW, including modest per diems.

### The Role

As MusicNSW's Program Manager, you will play a crucial role in the planning, development and delivery across all MusicNSW public-facing programs. Reporting to the Managing Director, you will collaborate with a dedicated team of 10-15 staff, including 5-8 remote team members, to ensure the success of MusicNSW initiatives. Your focus will be on creating and implementing programs that empower and connect musicians and industry professionals, fostering a vibrant and sustainable music community.

Key responsibilities:

- Creative program development and implementation
- Lead end-to-end project and program development
- Cultivate program and industry partnerships to explore new revenue avenues
- Lead a team of 3 coordinators to deliver the program of activities ensuring timely and budget-conscious execution
- Work with the Regional Manager to support regional program delivery
- Conduct post-project analysis in collaboration with the Managing Director and Operations Manager
- Efficiently manage project teams and facilitate effective communication with internal stakeholders and external partners
- Maintain robust program reporting and administration, including board reporting, staff development initiatives, and prompt response to inquiries

### Skills & Experience

*Essential*

- Minimum 2 years of leadership experience in project or program management, ideally within the contemporary music sector
- Proven experience in program planning and delivery within the music or arts sector
- In-depth understanding of the contemporary music landscape
- Proven ability to lead creative and project teams
- Demonstrated experience in a managerial role overseeing staff reporting directly to you
- Experience in project scoping and development
- Proficiency in budgeting, timeline management, and resource allocation.
- Strong stakeholder engagement and internal reporting skills
- Comfortable working in a remote team setup
- Excellent communication and presentation abilities
- Proficient in Google Drive and other office software
- Excellent communication and interpersonal abilities
- Familiarity with the music industry landscape in NSW

*Desired*

- Thorough knowledge of NSW music and musicians
- Previous experience in a small, agile team environment

## **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).