

# MUSICNSW

## Job Description: Regional Coordinator (North West and Northern Rivers)

### 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 North West or Northern Rivers regions, and who is embedded in their local scene, to deliver targeted support across these areas. 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>	Regional Coordinator (North West and Northern Rivers)
<b>Direct Report:</b>	Regional Manager
<b>Hours:</b>	4 days per week (30 hrs)
<b>Contract:</b>	12-month fixed term contract
<b>Location:</b>	North West / Northern Rivers NSW
<b>Start Date:</b>	ASAP
<b>Remuneration:</b>	\$65k (pro rata), plus superannuation
<b>Applications due:</b>	Monday 1 July, 12pm midday (AEST)

**Place of Work:** The Regional Coordinator (North West and Northern Rivers) will work autonomously 4 days per week from a North West or Northern Rivers location (home office, share office or other agreed location).

**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 Regional Coordinator (North West and Northern Rivers) will oversee set geographic footprint across North West and Northern Rivers NSW. The Coordinator will also work collaboratively with other Regional Coordinators and others in the broader MusicNSW team.

Key responsibilities:

- Represent MusicNSW in North West and Northern Rivers regions
- Work as part of the MusicNSW regional team to develop, program and deliver workshops and networking events for North West and Northern Rivers and regional industry and artists
- Work collaboratively as part of the MusicNSW regional team to support the delivery of inter-regional tours
- Develop relationships with local industry and identify strategic partnerships across program delivery
- Offer ongoing 1-on-1 consultations for North West and Northern Rivers artists and industry
- Build and maintain North West and Northern Rivers 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
- Maintain and administer social media groups and playlists

## 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 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 touring 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).