

## Position Description – Bush Bands Program Manager

<b>Role Title</b>	<b>Bush Bands Program Manager</b>
<b>Background</b>	<p>MusicNT exists to support the growth and development of original contemporary music in the Northern Territory. MusicNT is a non-profit music organisation representing, developing and servicing the Territory’s original music industry.</p> <p>As the lead contemporary music development body for the Northern Territory, MusicNT has a focus on developing and strengthening networks with national music industry representatives as well as strengthening links with regional centres throughout the Territory.</p>
<b>Role Purpose</b>	This position is responsible for the coordination of MusicNT’s Bush Bands Project, including Bush Bands Business and Bush Bands Bash.
<b>Reports to</b>	Central Australia Manager
<b>Direct Reports</b>	Contractors and Volunteers
<b>Indirect Reports</b>	Marketing and Communications Officer, Indigenous Music Development Officer, Finance Officer
<b>External Relationships</b>	Key Suppliers, Artists, Community and Industry Stakeholders

### Key Results Areas

<b>KRA</b>	<b>Key Tasks</b>
1. Stakeholder Management	<ul style="list-style-type: none"> <li>Maintain effective relationships on behalf of MusicNT with artists and relevant industry stakeholders.</li> <li>Nurture community relations to promote participation in events.</li> <li>Facilitate relationships with arts and non-arts organisations.</li> <li>Identify and develop relationships with existing and potential event sponsors.</li> </ul>
2. Events	<ul style="list-style-type: none"> <li>Manage delivery of the Bush Bands Project.</li> <li>Develop and implement the event program to a high professional standard.</li> <li>Ensure event delivery is relevant, consistent and aligned with MusicNT business plan, branding and event objectives.</li> <li>Identify, recommend and implement improvements to events.</li> </ul>



KRA	Key Tasks
3. Project Management	<ul style="list-style-type: none"> <li>• Develop and maintain a project plan for the event/s.</li> <li>• Monitor and report on progress of project against key milestones in the project plan.</li> <li>• Oversee and manage within approved budget for event.</li> <li>• Develop and monitor risk management plan for the event.</li> <li>• Gather data to inform evaluation.</li> <li>• Evaluate, analyse and report post implementation on success of event and recommend future improvements.</li> <li>• As directed, assist with funding applications and reporting requirements for the event.</li> </ul>
4. People and Leadership	<ul style="list-style-type: none"> <li>• Provide advice to MusicNT team members in a manner which underlines a shared commitment to achieve team objectives.</li> <li>• Manage event volunteers and staff.</li> </ul>

**Person Specification**

**Qualifications:**

- N/A.

**Experience:**

- Project management, planning and facilitation in the music, arts or related industry;
- Experience in event management;
- Experience in the music industry, particularly the NT music industry.

**Skills & Knowledge:**

- Established networks, or the ability to establish networks in the music industry;
- Ability to plan, manage and facilitate performances, workshops, conferences and public forums;
- Project and event management skills;
- Experience in working with a small team and managing volunteers, artists, mentors and contractors;
- Highly developed interpersonal, oral and written communication skills;
- Advocacy in both private and public sector environments;
- Ability to work with people from diverse cultural backgrounds;
- Knowledge of the principles of marketing and communication strategy and operations.

