

MusicNT – Position Description – Central Australia Manager

Role Title	Central Australia Manager
Background	<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>
Role purpose	This position is responsible for the management and delivery of MusicNT’s services and events in the Central Australian region.
Reports to	Program Manager
Direct reports	Administration Officer (trainee), Event Coordinator (trainee), contractors and volunteers.
Indirect reports	Marketing Officer, Administration Officer, Finance Officer
External relationships	Key suppliers, artists, community stakeholders, industry stakeholders, partners.
Award Classification	tba

Key Results Areas

KRA	Key Tasks
1. Stakeholder Management	<ul style="list-style-type: none"> Maintain effective relationships on behalf of MusicNT with relevant industry and community stakeholders in Central Australia. Develop networks for NT artists and music businesses in conjunction with relevant agencies.
2. Project Management	<ul style="list-style-type: none"> Identify the need for annual artist services program and develop programs to address needs. Ensure diversity of genres, styles and forms are represented and catered for by MusicNT. Manage the delivery MusicNT signature events. Evaluate, analyse, recommend and implement improvements to events and artist service programs.
3. Leadership and People Management	<ul style="list-style-type: none"> Provide advice and support to all employees, contractors and volunteers in a manner which underlines a shared commitment to achieve team objectives. Manage and monitor performance goals and business expectations of direct reports.

Person Specification

Knowledge, Skills and Experience:

Qualifications:

- N/A.

Experience:

- Experience in office management, administration, coordination and logistics;
- Management, planning and facilitation in the music, arts or related industry;
- Experience in the music industry, particularly the NT music industry.

Skills & Knowledge:

- Lobbying and advocacy in both private and public sector environments;
- Knowledge of the principles of marketing and communication strategy and operations;
- Established networks, or the ability to establish networks in the music industry;
- Ability to plan, manage and facilitate workshops, conferences and public forums;
- Event management experience;
- Highly developed interpersonal, oral and written communication skills;
- Ability to manage and mentor a team.

Level of Supervision:

1. Direction is provided in terms of objectives, which may require the planning of staff, time and material resources for their completion. Limited detailed guidance will be available and the development or modification of procedures by the employee may be required. Performance will be measured against objectives.

Problem Solving:

1. Within clear policies and business/professional principles employee applies analytical thinking to diverse problems. Diagnoses and develops solutions and may carry these through to implementation.
2. Acting within broadly defined policies and specific/immediate objectives, the employee evaluates and constructs solutions for highly diverse situations. Develops and promotes strategy for a business unit or large functional department.

To Apply:

Your application should include:

- Current CV/Resume
- Up to two pages outlining your skills, knowledge and experience which directly addresses the Position Description
- A cover letter which includes anything else you wish to advise to support your application

Please send completed applications to manager@musicnt.com.au with Central Australia Manager in the subject line.

For further information contact Mark Smith on 08 8981 1995 or manager@musicnt.com.au

Closing Date is 5pm Monday 18th November 2013