

POSITION DESCRIPTION

Position:	The Peter Hanlon Intern
Type of Appointment:	Permanent part-time 12-month fixed term contract
Salary:	\$30,000 p.a. pro rata 0.40 of a Full Time Equivalent (\$12,000)
Superannuation:	9.5% of salary up to 30 Jun 2021, 10% of salary from 1 July 2021
Work Hours:	15 hours per week (2 days)
Study Hours:	Short course attendance is voluntary (optional) and free (nil cost)
Responsible to:	General Manager Music SA
Location:	St Paul's Creative Centre, 200 Pulteney Street, ADELAIDE

Position Purpose:

The Peter Hanlon Intern is an opportunity for an individual to obtain general business skills and build their knowledge of and networks within the contemporary music industry. In doing so the opportunity is designed to be an inspirational learning experience that will kick start a lifelong career in music business.

Position Objective:

The role is designed to provide the incumbent with an opportunity to learn what is involved in assisting Music SA staff in the delivery of services and initiatives that support and grow the SA original contemporary music industry. This includes tasks across training, events, festivals, awards, performances, marketing, data collection, social media, administration and office housekeeping.

Position Strategies:

- The Intern will assist, support and help Music SA staff to identify, initiate and manage activities and projects that meet Music SA's aims in the areas of artist & practitioner development, music industry development and audience development. The incumbent will work under the direction and supervision of multiple Music SA staff but will be required to complete tasks autonomously.
- The incumbent will enrol in Music SA short courses on an optional basis, as part of an overall learning experience. Music SA short courses tuition fees will be paid for by Music SA. Class attendance will take place outside of normal working hours on a voluntary basis.

Key Tasks:

Assist, support and help with:

- Scheduling bookings, artist liaison and marketing for performance events
- SA Music Awards nominations research and event support
- Live Music Census data collection
- Web administration on musicSA.com.au
- Scheduling of social media posts promoting gigs and artist opportunities
- Administration & operational support for workshops & public forums
- Attendance at weekly staff meetings
- Assistance with school holiday workshops
- Operational support for Umbrella Festival, South Australian Music Awards, Music in the Streets and Bands on Track

- Assistance with preparation of reports and grant acquittals, including proof reading
- Office administration tasks
- Other duties as directed

Music SA Team Values:

In the work that we undertake and the people we service, the staff of Music SA aim to behave in accordance with values that we think are important:

- Leadership – *advocating for a strong industry and helping others to achieve success*
- Accountability - *being responsible, owning mistakes, acting honestly*
- Professionalism - *showing respect, inclusivity and working ethically*
- Optimism - *being positive and grateful*
- Service - *making sure each person's interaction with Music SA is a happy one*
- Learning - *taking an interest in acquiring new skills and keeping abreast of change*
- Achievement - *aiming to succeed in everything we do and celebrating what we achieve*

Music SA Team Behaviours:

- Respect the office environment by helping to maintain equipment, facilities and supplies in a safe and clean condition
- Promote awareness of and compliance with anti-discrimination principles and practices
- Communicate with respect, discretion and diplomacy
- Participate in planning processes by asking questions and contributing ideas
- Participate in an annual performance review by preparing and discussing achievements and future job objectives and desires
- Keep abreast of technology and customer/job demands by undertaking relevant training
- Devote set times to attend regular staff meetings
- Respect for First Nations peoples and their traditional beliefs
- Celebrate individual and team achievements and have fun
- Be a helpful team player by answering phones, cleaning common areas, and working on other peoples' projects where possible
- Commit to working safely, comply with Child Safe practices and adhere to COVID rules

Essential Requirements:

1. Demonstrable basic knowledge and experience of the music industry. Voluntary work in the music industry will be looked upon favourably, as will knowledge of contemporary music acts and live music venues in Adelaide and SA across a variety of genres (i.e. attendance at gigs).
2. Demonstrable ability and desire to develop a diverse range of skills, including researching, scheduling, data collection, web administration, reporting, promotion and liaison.
3. Willingness to communicate with people from diverse backgrounds (artists, practitioners, students, stakeholders, bloggers, staff and board members), and being able to demonstrate respect, diplomacy, discretion and good humour as circumstances require.
4. Understanding and knowledge of Microsoft Packages.
5. Proven ability to prioritise work, follow-up tasks and complete jobs on time with appropriate supervision.
6. Good writing skills and telephone etiquette.
7. Willingness to think creatively to develop innovative solutions to problems.



8. Ability to be a team player that takes direction from multiple managers and work safely alongside others.
9. Willingness and interest in undertaking professional development.
10. Reliability and punctuality.

Special Conditions:

- A laptop and office resources will be provided.
- Flexible hours can be negotiated.
- The incumbent will be based at the Music SA office at St Paul's Creative Centre.
- No overtime, however out-of-hours work will be rewarded with time off as negotiated beforehand with the General Manager.
- Tuition costs associated with Music SA short courses will be provided.
- The incumbent will be subject to a 3-month probation and an annual performance appraisal.
- No on-site parking but Music SA is located close to public transport routes.
- A meeting/s with the Peter Hanlon who has funded the Internship.
- A report to Peter Hanlon on completion of the Internship.
- Working With Children (Police Check) required.
- There is no guarantee of ongoing employment at the completion of the fixed term contract.
- Entitlements such as annual leave and personal leave are in line with the Fair Work Act.

Important Information:

Please email a strictly one-page cover letter and a two-page resume to hr@musicSA.com.au and put the word "Intern" in the subject line.

Applications open: Monday 26 October 2020

Applications close: Friday 6 November 2020

Position Starts: Negotiable depending on incumbent's availability

All applications will be acknowledged with a return courtesy email.

Please note that due to the expected high number of applications, **only shortlisted applicants will be further contacted for an interview by Friday 20th November 2020.**

Thank you and good luck!