

MUSICSA JOB AND PERSON SPECIFICATION

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| Title of Position: | Industry Development Coordinator |
| Reports to: | Industry Development Manager |
| Key Relationships: | CEO, MusicSA Staff, Government, funding bodies, industry stakeholders and partners, artists, venues |
| Contract Term: | 1 (one) year |
| FTE: | FTE0.4 |

MUSIC SA

South Australia is a vibrant, world class cultural community and home to Australia's only UNESCO City of Music. The proud legacy of the state's iconic musical heritage underpins the success of today's local and unique contemporary music industry, which is both noted and envied for its innovation, liveability and creative drive.

MusicSA is the peak advocacy body for the South Australian contemporary music industry. A not-for-profit organisation, MusicSA is committed to promoting, supporting and developing the local industry by focussing on nurturing careers, creating pathways, developing strategic projects, delivering industry and professional development opportunities and connecting artists, audiences, venues and businesses.

POSITION SUMMARY

MusicSA is responsible for advocating for and delivering Industry and Professional Development opportunities to support and connect the South Australian contemporary music industry, increase the skills, expertise and profile of music industry professionals, and drive audience development to increase engagement with live music.

As directed by the Industry Development Manager, the Industry Development Coordinator is responsible for supporting the coordination and successful delivery of MusicSA's industry and professional development programs through partnerships and networks, new pathways and opportunities, consultation with government, artists, venues and music businesses, and new audience development initiatives. As part of MusicSA's 2023-2025 Strategic Plan, the role will support First Nations and Regional engagement with the South Australian industry.

KEY RESPONSIBILITIES

- As directed by the Industry Development Manager scope new industry development initiatives and support the coordination an annual program of industry and professional development initiatives for professional artists, music businesses, industry practitioners and audiences
- Assist in delivering industry development initiatives as part of MusicSA programs and events
- Provide industry advice to emerging musicians and businesses
- Coordinate the delivery of an annual program of workshops, masterclasses and guest talks relevant to the local industry
- Engage and collaborate with the local, regional and national contemporary music industries
- Monitor local and national industry trends, issues and innovations
- Coordinate program logistics, schedules, operating procedures, risk assessments and other program delivery requirements
- Contribute to the development of successful marketing and publicity strategies for industry development initiatives and information
- Ensure thorough and up-to-date documentation of all programs is stored on the MusicSA server and accessible by others
- Provide positive role modelling within the organisation and contribute to a positive, respectful and engaged workplace culture
- Maintain a safe workplace and environment, comply with all WHS policies and procedures and promptly report any WHS issues or concerns
- Actively seek feedback from key stakeholders, industry and audience participants
- Assist in completing reports that summarise key successes, challenges and recommendations, including reporting against Strategic Plan KPIs

REQUIRED SKILLS AND EXPERIENCE

- Demonstrated experience in and a strong passion for the professional music industry
- Understanding of the trends, issues and opportunities for the local and national music industries
- Comprehensive knowledge of South Australian contemporary music artists, venues and businesses across a diversity of genres and practice
- Prior experience developing and delivering programs and projects
- Prior experience working on music festivals, gigs or events
- Excellent communication and interpersonal skills with the ability to demonstrate diplomacy and discretion, and build trust and productive relationships
- Ability to work autonomously and collaboratively in a small team environment
- Strong organisational, administrative and time management abilities, with the capacity to be flexible, multi-task and achieve outcomes under pressure and to deadlines
- Ability to prioritise and work efficiently in a fast-paced environment

SPECIAL CONDITIONS

- Out of hours work is required at times
- Regional travel may be required at times
- MusicSA has a flexi-time and TOIL arrangement and overtime is not applicable
- Drivers license is essential
- A current Working With Children Certificate is required