

MUSICSA JOB AND PERSON SPECIFICATION

Title of Position:	Industry Development Manager
Reports to:	CEO
Key Relationships:	MusicSA Staff, Government, funding bodies, industry stakeholders and partners, artists, venues
Contract Term:	2 (two) years
FTE:	FTE0.6

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 identifying and delivering Industry and Professional Development opportunities to support and connect the South Australian contemporary music industry, increasing the skills, expertise and capacity of music industry professionals, and driving audience development to increase engagement with live music.

The Industry Development Manager has the responsibility for the development, management and successful delivery of MusicSA's Industry and Professional Development programs through the creation of partnerships and networks, the identification of new pathways and opportunities, consultation with government, artists, venues and music businesses, and the development of new programs and audience development initiatives. As part of MusicSA's 2023-2025 Strategic Plan, the role will encompass facilitating First Nations and Regional engagement with the South Australian industry.

KEY RESPONSIBILITIES

Industry and Professional Development and Delivery

- As directed by the CEO and within the framework of MusicSA's 2023-2025 Strategic Plan, scope industry development opportunities and deliver an annual program of industry and professional development workshops and activities to support professional artists, music businesses and industry practitioners, build audiences and strengthen industry engagement with MusicSA
- Oversee the inclusion of industry development activity in MusicSA programs and events
- Offer a broad range of advice to emerging musicians and businesses, and develop an annual program of workshops, masterclasses and guest talks relevant to the local industry
- Cultivate and nurture stakeholder, partner, program and team relationships, and engage and collaborate with the local, regional and national contemporary music industries
- Monitor local, national and international industry trends, issues and innovations
- Ensure industry development initiatives are achievable within available resources and budgets, timelines are planned and monitored, and activities and outcomes are achieved on schedule
- Implement and maintain program logistics, schedules, operating procedures, risk assessments, evaluations and other program delivery requirements

Financial and Budget Management

- Prepare achievable and realistic project budgets, provide regular budget updates to the CEO, and achieve industry development income targets
- Identify potential grants and revenue opportunities, write and acquit grant applications, and work with the Marketing Manager to develop funding and sponsorship proposals that align with industry development activity
- Track and monitor actual expenditure and income against budgets, making necessary adjustments in a timely manner to ensure initiatives are delivered within approved financial parameters
- Ensure the timely processing of accounts payable and receivables

Marketing and Administration

- Contribute to the development of successful marketing and publicity strategies for industry development initiatives and information
- Plan and deliver industry development launches and events
- Ensure thorough and up-to-date documentation of all programs is stored on the MusicSA server and accessible by others
- In conjunction with the Business Manager, ensure all industry development systems, processes and documentation are efficiently and professionally administered

HR and WHS

- Supervise assigned industry development staff, casual employees and contractors
- Draft and prepare contractor, supplier and artist agreements and ensure appropriate licenses, agreements and documentation is in place
- Provide positive role modelling within the organisation and contribute to a positive, respectful and engaged workplace culture
- Mentor and support junior staff, interns, volunteers and work experience students where appropriate
- Maintain a safe workplace and environment, comply with all WHS policies and procedures and promptly report any WHS issues or concerns

Program Evaluation

- Prepare and submit satisfactory funding acquittals and evaluations, seeking input from the CEO and the MusicSA team
- Actively seek feedback from key stakeholders, industry and audience participants
- Complete reports summarising key successes, challenges and recommendations, including reporting against Strategic Plan KPIs
- Ensure industry development financials are settled promptly

REQUIRED SKILLS AND EXPERIENCE

- Strong background in and a professional working knowledge of the Contemporary Music Industry
- Demonstrated understanding and knowledge of the trends, issues and opportunities for the local and national music industries
- Awareness of international industry trends, opportunities and issues
- 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, knowledge of event coordination and experience working on music festivals, gigs or events
- Strong administration skills including time management, the ability to prioritise, preparation of written proposals and briefs, management of artist and supplier contracts and agreements, and the development of event run sheets and schedules
- Evolved strategic thinking and planning skills
- Experience developing and nurturing collaborative partner, stakeholder and industry networks and relationships
- Prior experience developing, managing and acquitting project grants, budgets and financials
- Exceptional verbal and written communication and interpersonal skills that fosters cooperation and trust and builds networks and productive relationships
- Ability to work in a highly collaborative and respectful manner in a small team environment
- Outstanding organisational, time management and problem-solving abilities, with the capacity to multi-task and achieve outcomes under pressure and to deadlines
- Demonstrated ability to discuss and resolve differences and issues in a consultative, respectful and culturally sensitive manner
- 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