

AUSTRALIAN MUSIC INDUSTRY NETWORK

▶▶▶ MUSIC VICTORIA

QMUSIC

WAM
WEST
AUSTRALIAN
MUSIC

musicSA

MUSICNSW

MUSIC
TAS
MANIA

MusicACT

musicNT
your music office

ROLE AMIN Project Manager

KEY INFORMATION:

- 2-year contract
- FTE0.6/ 22.5hrs per week
- \$95,000 per annum pro rata plus superannuation
- Located Adelaide South Australia at MusicSA (combination in-office and remote, minimum 30% of work time must be located at the MusicSA office)

REPORTS TO

- MusicSA CEO
- Direct reports: None
- Works with AMIN (CEOs of state and territory music peak bodies), music peak body teams, national and state/ territory-based music industry orgs and businesses

ABOUT AMIN

AMIN, the Australian Music Industry Network, is a coalition of the eight state and territory peak music industry bodies:

MusicACT
MusicSA
QMusic

MusicNSW
Music Tasmania
West Australian Music

MusicNT
Music Victoria

First formed in 1998, AMIN collectively represents the state and territory music industries across Australia and advocates for a healthy and vibrant grassroots music industry at local, state and national levels.

ABOUT THE ROLE

In 2025 - 2027 AMIN will deliver a two-year project focused on cross-border programs and scoping a national regional touring network. AMIN seeks an experienced Project Manager, working out of the MusicSA office, to:

1. Investigate and identify the framework for a proposed National Regional Touring Network, including researching, mapping, costing out - and subject to funding - commencing development of this new national touring regional initiative through AMIN

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2. Identify unique and shared Industry Development opportunities in each state and territory by working across and with all AMIN peak bodies to identify resources and programs that can be shared, avoiding duplication, increasing engagement and elevating grass roots development
3. Resource and elevate localised music programming through strengthened cross-border networks, increased regional engagement and development opportunities, and build on and expand the strengths of each AMIN state and territory body

KEY DUTIES & RESPONSIBILITIES

Project & Program Management

- Develop, manage and deliver cross-border programs
- Scope a new national regional touring network
- Scope and deliver projects in alignment with AMIN's strategic direction and objectives
- Ensure projects are achievable within secured resources and budgets, timelines are planned and monitored, and activities and outcomes are achieved on schedule
- Implement and maintain project logistics, operations, schedules, systems and operating procedures for the successful delivery of projects
- Prepare and submit satisfactory evaluations and acquittals, seeking input from AMIN and project stakeholders

Business & Industry Development

- Assess existing peak body programs and initiatives that can be replicated in other states and territories, extended and shared
- Scope viable and shared industry development opportunities for AMIN that support artists, venues, music businesses and industry practitioners
- Monitor local, national and international industry trends, issues and innovations

Stakeholder Engagement & Communications

- Cultivate and nurture stakeholder, partner, program and team relationships
- Engage and collaborate with local, regional and national contemporary music sectors
- Prepare and implement communications strategies for the expanded industry development programs and initial scoping of the national regional touring network

Financial & Administration Management

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- Prepare achievable and realistic project budgets and provide regular budget updates to AMIN
- Identify potential grants and revenue opportunities, write and acquit grant applications
- Track and monitor project budgets, deliver outcomes within approved financial parameters and circulate regular financial reports

SKILLS AND EXPERIENCE / SELECTION CRITERIA

- Passionate music lover with experience, networks and relationships in the Australian contemporary music industry
- High level creative industries and/ or music org project & program management experience
- Experience liaising with stakeholders, partners, industry networks, including maintaining industry relationships across public, private and NFP sectors and the local, state, national music sectors
- Familiarity with music peak bodies and grass roots music sectors
- Understanding of the Australian regional music touring landscape
- Familiarity with digital/ web platforms and apps
- Outstanding time management and organisational abilities
- Excellent problem solver with a demonstrated ability to work to deadlines and prioritise competing tasks
- Excellent written and verbal communication skills, including use of word processing, spreadsheets, database applications and other digital and web-based platforms
- Appreciation of the goals and philosophy of AMIN
- Self-reflective qualities with an understanding of diversity, equity and inclusion and the need for the music industry to be safe and inclusive for people from underrepresented groups

Australian Music Industry Network (AMIN) is assisted by the Australian Government through Music Australia.