

JOB DESCRIPTION OFFICE & MEMBERSHIP COORDINATOR

Casual (2 days / week or 0.4FTE)

Salary: \$38,000p.a. pro rata plus superannuation

Contemporary Music Victoria Inc. (Music Victoria) is an independent, not-for-profit organisation and the state peak body for contemporary music. It represents musicians, venues, music businesses and professionals, and music lovers across the contemporary Victorian music community. Music Victoria provides advocacy on behalf of the music sector, actively supports the development of the Victorian music community, and celebrates and promotes Victorian music.

Music Victoria are hiring an Office and Membership Coordinator to provide support to management and be responsible for office administration including front line office support, phone queries and membership queries.

The role will require some understanding of the music industry to be able to deal autonomously with regular email and phone inquiries.

The role will also provide general administrative support to staff and the Board.

Key Responsibilities

- Undertake front of house functions including duties to ensure the efficient operation of the Music Victoria office
- Maintain the member register and provide a high quality client membership engagement service that integrate with Music Victoria's broader activities
- Manage and update 'The Big V' Spotify playlist

Pre-requisites

- Strong written and communication skills
- Experience using Microsoft Office (Word, PowerPoint, Excel, Outlook)
- Team Player who works well under pressure
- Time management skills
- Phone etiquette
- Knowledge of, and experience in, the music industry
- Experience using Spotify

Please apply by resume and cover letter to info@musicvictoria.com.au by **COB Friday 7 July 2017**. For any questions please contact Music Victoria on 03 9686 3411.