

JOB DESCRIPTION

PROJECT / MARKETING MANAGER

Full time

Salary: \$51,393 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 a Project / Marketing Manager to assist in marketing and project management of The Age Music Victoria Awards and their annual membership drive.

Key Responsibilities

Office

- Provide administrative assistance to the Board including the collation of board documentation as directed by the CEO, Operations Manager or Board members
- Secretary position on the board Communications Sub-committee.
- Design artwork / marketing materials for Music Victoria professional development programs and marketing collateral where required
- Project manage annual membership drive
- Represent Music Victoria on panels / lectures / workshops
- Intern / volunteer management

Events

- Work with the CEO and Operations manager in the coordination and booking of Music Victoria professional development workshop program
- Project Coordinator for The Age Music Victoria Awards

Marketing

- Develop and implement marketing, social media and communications strategies
- Develop ongoing strategies to increase membership numbers and income
- Implement marketing, communications activities (newsletter press releases) and web administration
- Manage all social media accounts and advertising
- Copy writing for external communications
- Seek advertising partners and new member discounters
- Publicity for Music Victoria events and announcements (workshops, best practice guide)

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Pre-requisites

- Experience or training in project and event management
- Experience in digital media / social media
- Solid marketing experience
- Strong written and communication skills
- Graphic design skills using Adobe Photoshop or InDesign
- 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

Desirable skills and experience

- Experience working in the professional arts sector
- Experience working for not-for-profit organisations
- Experience programming professional development

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.