

VMDO – Music Business Manager

The Victorian Music Development Office (VMDO) is looking for a passionate and highly motivated business professional for the new role of Music Business Manager. This unique role will be challenged with creating and delivering programs that grow the prosperity of the Victorian music industry in line with the VMDO's strategic plan. It's an outstanding opportunity for an exceptional self-starter with an in-depth knowledge of the contemporary music industry and a proven track record of project conceptualization, delivery and evaluation.

This is a key role within the VMDO, which has been established to support Victorian music businesses, and to deliver the 'Support Acts for the Big Names' project. The organisation is a part of the Victorian Government's Music Works program and is delivered in partnership with Music Victoria, so a results focused approach is a must.

As the VMDO's Music Business Manager your responsibilities will include:

- Developing and managing relationships with relevant music industry stakeholders
- Writing business proposals, briefs, requests for quote and reports
- Engaging with agencies and departments of Victorian and Federal Government
- Delivering projects on time and on budget
- Public speaking on behalf of the VMDO
- Researching and evaluating third party programs and delivery partners
- Creating opportunities for greater diversity and representation in the Victorian music sector
- Writing for VMDO communication channels
- Supporting the delivery of the VMDO strategic plan
- Co-ordination of events, networking and workshops

To be successful in this role, your key attributes are:

- An in-depth knowledge of the contemporary music industry
- Experience facilitating and delivering workshops
- Excellent, demonstrated project management skills
- High-level interpersonal skills
- Excellent written and verbal communications skills
- High-level stakeholder management skills
- High-level of self-motivation
- Demonstrated ability to think critically and creatively
- High level analytical and problem-solving skills
- Budgeting and financial experience
- Public speaking experience
- Demonstrated excellent computer literacy
- Demonstrated ability to work within a small team
- Ability to travel and work some weekends/after hours

- Business acumen
- Accountability

This is a full-time role that will be based at our office in South Melbourne for the first year, and then relocate to Collingwood in mid-2019 when the Collingwood Arts Precinct and Music Market is operational. Contract with immediate start until 30th June 2020.

Salary: \$85,000 p.a. plus superannuation.

Does this sound like you?

Apply for the role of Music Business Manager by emailing your resume to Nick via hello@hirefy.me by no later than 5pm on 7th September 2018.

You will receive a questionnaire via email that will give you the opportunity to tell us more about your relevant skills and experience, and what makes you ideal for this unique role.

The Victorian Music Development Office is an equal opportunity employer and committed to diversity in our organisation and activities. We do not discriminate based on race, religion, colour, national origin, gender, sexual orientation, age, marital status, or disability.