

### **VMDO – Music Business Manager, First Peoples**

The Victorian Music Development Office (VMDO) is looking for a passionate and experienced individual for our new role of Music Business Manager, First Peoples. This unique position will be responsible for creating and delivering programs to support First Peoples artists and businesses in the Victorian music sector.

This is a key role within the VMDO, which has been established to support underrepresented artists, 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, First Peoples, your responsibilities will include:

- Developing and managing relationships with First Peoples communities and relevant music industry stakeholders
- Writing business proposals and reports
- Engaging with First People agencies and departments with Victorian and Federal Government
- Creating suitable programs to deliver the VMDO Business Plan – First Peoples actions
- Delivering projects on time and on budget
- Public speaking on behalf of the VMDO
- Providing music sector advocacy to the VMDO and Music Victoria for First People in Victoria
- Advising the VMDO on appropriate cultural and community engagement for Victoria’s First People within the music sector
- Supporting the delivery of the VMDO strategic plan
- Event and workshops co-ordination

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
- An understanding of the social and political diversity within Victoria’s First Peoples’ communities and music businesses
- Demonstrated excellent computer literacy
- Demonstrated ability to work within a small team

- Demonstrated understanding of the issues and challenges facing Victoria's First People within the music sector
- Ability to travel and work some weekends/after hours

This is a part-time role (3 days a week) 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 pro-rata (\$51,000 p.a. plus superannuation for 3 days a week)

Does this sound like you?

Apply for the role of Music Business Manager, First Peoples, by emailing your resume to Nick via [hello@hirefy.me](mailto: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.