



ENGAGEMENT COORDINATOR

Description and How to Apply

ABOUT MUSIC VICTORIA

Music Victoria is an independent, not-for-profit organisation and the state peak body for contemporary music. Delivering initiatives for musicians, venues, music businesses and professionals, and music lovers across all modern genres. 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. www.musicvictoria.com.au

EMPLOYMENT POLICY

Music Victoria and the VMDO acknowledge the rich contributions made by people from a variety of backgrounds to the Victorian contemporary music scene and our broader arts and culture. We are an equal opportunity employer who aim to have a diverse group of people working with us, and we strongly encourage applications by First Nations people, people from culturally and linguistically diverse backgrounds, people with disabilities and people from the LGBTIQ+ community. We understand the needs of people with family and cultural obligations - providing a flexible working week, and part-time positions. Our philosophy is based on generosity, empathy, and a commitment to deep work satisfaction for employees. We know that this is repaid in retaining committed, passionate staff.

ROLE OVERVIEW

This position is responsible for supporting the Music Victoria team in event coordination and member engagement, including:

- supporting the delivery of the Music Victoria membership program
 - o ensuring quality engagement with members
 - o and a high value offering which meets industry needs
- assisting with the event delivery Music Victoria events and programs including the Music Victoria Awards
- coordinating the judging and voting process for the Music Victoria Awards

KEY INFORMATION

Primary location	Music Victoria – 1/35 Johnston St, Collingwood VIC 3066.
Position type	Part-time, 3-4 days/ week to be negotiated with successful candidate. Ongoing contract with a three-month probation period. Flexible working arrangements eg. the above hours can be spread across a number of days
Salary details	\$50,000-\$70,000 per annum pro-rata + 9.5% superannuation (depending on experience)

Applications due

5:00pm Tue 11 May, 2021

REPORTS TO: Event and Program Producer

DIRECT REPORTS: Contractors as required

COLLABORATES WITH: All Music Victoria staff.

KEY TASKS

- Develop, implement and coordinate a high-quality membership engagement service that integrates with Music Victoria's broader activities
- Support integration of membership data with our CRM – Nimble, and drive the relevant data segmentation
- Distribute annual members survey and collect responses into report form
- Manage member discount provider database, and service discount providers
- Coordinate event logistics and bookings (facilitate online events and book venues/spaces following restrictions)
- Assist with event delivery tasks including set-up, artist/guest liaison, and intern and volunteer management
- Coordinate Music Victoria Awards judging panels and voting process, ensuring criteria and eligibility is adhered to
- Represent Music Victoria on panels / workshops / industry events (shared with all staff)

SELECTION CRITERIA

ESSENTIAL SKILLS AND EXPERIENCE

1. Extremely good attention to detail and ability to follow protocols and procedures
2. Experience in working with databases, mail delivery software and filing systems (We use Microsoft Office Suite, Google drive and associated apps, Outlook, Dropbox and Nimble)
3. Strong planning and time management skills, with the ability to work independently.
4. Good writing, interpersonal skills and professionalism
5. An understanding of the need for the music industry to be safe and inclusive for people from underrepresented groups such as First Nations people, people of colour, Deaf/disabled people, and the LGBTIQA+ community.

DESIRABLE SKILLS AND EXPERIENCE

1. Experience working on music events
2. Strong existing networks in and extensive knowledge of the Victorian music sector.
3. Experience using excel, SurveyMonkey, mailchimp, DISCO
4. A self-reflective approach to work, including awareness of one's position in the world, any privileges as well as responsibilities that come with one's position.
5. Empathy and understanding of goals, philosophy and role of Music Victoria.

APPLICATION PROCESS

1. When after reading through this document and visiting our website, you have further questions about the role, please email musicvictoria; info@musicvictoria.com.au

2. Your application should consist of a one-page covering letter, your response to the selection criteria addressing “Essential Skills And Experience” including examples, a brief CV, and the names and contact details of two professional referees.
3. Applications by email only should be sent to info@musicvictoria.com.au by 5.00pm AEST on Tuesday 11th May 2021.
4. After the close of applications, shortlisting and interviews will take place. You will be notified by email if you are successful in progressing through to the interview stage.