Musica Viva Australia

JOB DESCRIPTION

Job Title:	**Manager, Emerging Artists Programs**
Reports to:	Director, Emerging Artists Programs
Supervises:	Coordinator, Emerging Artists Programs
Location of Job:	Melbourne (Naarm)
Appointment type:	Permanent Full-Time *(Hybrid & flexible arrangements available)*

Our Vision

A music-rich future for all Australians.

Our Purpose

To connect all Australians to something bigger than themselves: to powerful music which awakens the spirit.

Our Mission

With chamber music at our artistic core, Musica Viva Australia creates memorable musical experiences for audiences at every stage of life and for musicians at every stage of development through Concerts, Education programs and Emerging Artist programs.

Purpose of Position

The Manager, Emerging Artists Programs manages the implementation of Musica Viva Australia's artist-development activities, including producing Strike A Chord and its suite of national, year-round associated programs; delivering the national program of Masterclass activities; and supporting the FutureMakers artistic leadership program.

Reporting and Working Relationships

The Emerging Artists team is based in Melbourne, with this position reporting to the Director of Emerging Artists Programs. The role line-manages the Coordinator, Emerging Artists Programs. The Manager, Emerging Artists Programs works closely with teams within MVA, including the Artistic Directors (Concerts and Competitions), Concerts and Communities, the Victorian State Office, Operations and Marketing & Communications along with other state office staff. The role also supervises contractors for the Emerging Artists Programs as required, including jurors, tutors and performers.

Responsibilities

The position works with the Director of Emerging Artists Programs and oversees the implementation of all Emerging Artist programs, managing program activity timelines, production and planning. The position manages relevant program budgets in consultation with the Director of Emerging Artists Programs and CFO and is responsible for maintaining existing professional relationships and developing new relationships in support of the programs. The Manager, Emerging Artists Programs works closely with the Marketing and Communications team on agreed marketing and media strategies for the program; and with the Development team on private and public funding opportunities and support.

Emerging Artists Programs:

Strike A Chord
This role has responsibility for the successful delivery and presentation of the annual suite of Strike A Chord activities including the competition, Coaching Program, workshops, regional residencies and other events. The role works collaboratively with the Marketing and Development teams for the achievement of relevant revenue and application targets, as detailed in the Appendix.

FutureMakers
Work closely with the Director of Emerging Artists Programs to tailor and deliver the program supporting the needs and aspirations of the program participants.

Masterclasses and other artistic development activities
Curate a national program of masterclasses in collaboration with tertiary education partners and MVA's Concerts & Communities and state teams. Continue to nurture and develop both new and existing relationships with key stakeholders, as detailed in the Appendix.

Other Emerging Artists Programs
Manage other Emerging Artist programs and activities as required.

Other Duties as Required
Represent MVA, engage with key funders, supporters and partners. On occasion, support the delivery of the MVA's concerts and events.

Organisational Responsibilities
- Maintain healthy work relationships with volunteers and other staff members
- Organise, chair, minute and attend meetings as required
- Contribute to regular and ongoing quality improvement and funder-required accreditation activities
- Participate in professional and performance development activities and remain up-to-date on current knowledge and skills related to the position
- Take reasonable care for your own health and safety and for the health and safety of anyone else who may be affected by your acts or omissions at the workplace
- Hold a valid Working with Children Check (MVA will cover the cost of obtaining or renewing the check)
- Maintain the highest ethical standards, confidentiality and cultural awareness when dealing with others
- Adhere to workplace policies, procedures, and systems, as amended from
- Contribute to the overall well-being of the organisation and avoid participation in any activity that might be harmful to the good operation, health, or reputation of the organisation
- In addition to the duties outlined above, the position holder is also required to perform such other duties as may be directed, provided these are within their competency or training, from time to time.

Knowledge, Skills, Qualifications & Abilities (Essential)

- A classical music degree or 5 years equivalent professional experience in classical music performance or administration
- Demonstrated experience managing budgets and financial planning to ensure fiscal responsibility and alignment with organisational objectives
- Extensive background in overseeing administrative functions, including collaborating with multiple departments, improving workflow efficiency, and ensuring compliance with company policies and standards
- Significant experience in working with professional classical musicians, school students and tertiary students in a performance context, while demonstrating an understanding of common career pathways for Australian classical musicians
- Demonstrated experience in producing arts or cultural events 'from scratch', including substantial experience of practical artistic operations
- Demonstrated experience in a position requiring a high level of attention to detail
- Excellent written and verbal communication skills including confidence in public speaking
- Unrestricted driver's license (car)

Desirable

- Competency with project management software (eg.Monday.com), Tessitura (or other CRM software) and accounting software (eg. Sage).
- Strong interest in chamber music
- Experience in touring musicians
- Experience in line-managing staff and supervising volunteers
- Understanding of Australian school systems

APPENDIX - MANAGER EMERGING ARTISTS PROGRAMS
DETAILED RESPONSIBILITIES

Strike A Chord
The Manager, Emerging Artists Programs has responsibility for the successful delivery and presentation of the Strike A Chord suite of activities, including:

- Managing the overall budget for the Strike A Chord program
- Competition:
    - leading on the planning and delivery of the annual Strike A Chord Competition, including planning and delivery of the online entry process, first rounds and live National Final
    - liaising with marketing and development teams to support the funding and delivery of the program
    - liaising with recording, streaming and prize partners
    - identifying and engaging jurors, in consultation with the Artistic Director, Competitions
    - managing all aspects of staging the National Final, including project management and production on the day (front and back of house elements)
    - managing relationships with program venues, partners and supporters
    - acting as principal contact with jurors and tutors, and managing timely and relevant communication with applicants and finalists from the Coordinator, Emerging Artists
    - plan, contribute to and oversee the annual Strike A Chord internal report
- Coaching Program - Oversee the planning and delivery of the Coaching Program including liaising with artists, teachers and schools
- Workshops – Manage all aspects of the workshop programs, including scheduling, venue bookings, tutor engagement, participant management and reporting
- Regional residencies - Implement the Regional Residencies, including identifying and engaging with schools, planning, artist engagement and delivery
- Other events – as required

The Manager, Emerging Artists Programs works collaboratively for the achievement of relevant revenue and application targets for Strike A Chord. In consultation with the Marketing & Communications team, this position undertakes to:

- promote the program nationally
- implement the marketing plan
- secure and manage media partnerships such as broadcasters
- provide regular reporting and updates to the Director, Emerging Artists Programs, on progress against targets

Commented [JL1]: suggest for clarity and continuity that we structure this with each bullet point related to a different element of the SAC Suite of activities as listed in the document above: the Competition, The Coaching Program, Reginal Residencies, Workshops and Other Events - as follows:

- manage the overall budget for the Strike A Chord suite of activities
- Lead on the planning and delivery of the annual Strike A Chord Competition - planning and delivery of the entry process, first rounds and live final. Liaise with marketing and development teams to support the funding and delivery of the program. Liaise with recording, streaming and prize partners. Identify and engage Jurors
- Oversee the planning and delivery of the Coaching Program including ...
- Implement the Regional Residencies - including identifying and engaging with schools, planning, artist engagement and delivery

etc.



FutureMakers

- Work closely with the Director, Emerging Artists Programs on aligning the goals and objectives with the aspirations and needs of the program's participants
- Maintain strong relationships with the program's musicians and alumni, identified mentors and creatives involved in the program's activities
- Initiate and manage relationships where relevant with partner organisations to meet the vision and objectives of the program
- Work with the Development and External Affairs teams on private and public funding opportunities and relationship management with supporters and funding partners
- Work closely with the Marketing and Communications team on agreed marketing and media strategies around any MVA-presented FutureMakers activity as well as media and social media content about the program itself

Masterclasses and other artistic development activities

- Plan and deliver the annual Masterclass Program, in close consultation with the Operations team and Concerts & Communities team.
- Deliver high-quality events and work with the Development and Marketing teams to engage donors, supporters and audiences, ensuring an outstanding experience for all stakeholders
- Manage the relationships with key tertiary and other institutions with whom MVA partners for masterclass activity.
- Work closely with the Development team and state offices on private and public funding opportunities and relationship management with supporters