

Job Title: EMERGING ARTISTS PROGRAM COORDINATOR

Reports to : Manager, Emerging Artists Programs

Location of Job : Melbourne on Wurundjeri Land

Appointment type: Full-time

(Hybrid & Flexible working 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 purpose of this role is to provide administrative and logistical support for Musica Viva Australia's Emerging Artists Program, including the administration of the masterclass and FutureMakers programs, the Strike A Chord suite of activity and the Melbourne International Chamber Music Competition.

Reporting/working relationships

The position reports to the Manager, Emerging Artists Program and works closely with the Director of Emerging Artists Program as well as Marketing, Development, and Concerts and Communities teams. The position maintains strong relationships with Emerging Artists Program stakeholders both internally and externally.

Responsibilities:

- Support the delivery of Masterclasses nationally including liaising with delivery partners, creating and disseminating schedules, run-sheets and programs
- Support the delivery of the Strike A Chord suite of activity including liaising with MVA Marketing and Development teams, scheduling sessions and booking artists for the Coaching Program, managing entries for the Foundation Section, Championship Section and Monash Strike A Chord Workshop, and production of the National Final.
- Provide administrative support for the delivery of the FutureMakers program including scheduling, room booking and logistical support at events
- Act as the first point of contact for all Emerging Artists Program enquiries
- Maintain Emerging Artist Programs databases using Tessitura and Excel
- Process invoices, monitor and record expenditure for forecast purposes
- Administer evaluation information and feedback
- Compile statistical data for reporting
- Attend and provide logistical and administrative support for Emerging Artists events in Melbourne and nationally as required including masterclasses, Strike A Chord and FutureMakers events and for the planning of the Melbourne International Chamber Music Competition.



- **Organisational Responsibilities:**

- Maintain healthy work relationships with volunteers and other staff members.
- Attend meetings as required.
- Contribute to regular and ongoing quality improvement.
- 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 their own health and safety and for the health and safety of anyone else who may be affected by their acts or omissions at the workplace.
- Hold a valid Working with Children Check. Musica Viva Australia 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 time to time, in particular those that address workplace health and safety, anti-discrimination, bullying and harassment and privacy.
- 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 his/her competency or training from time to time, including assistance with Melbourne mainstage concerts.

- **Knowledge, Skills, Qualifications & Abilities:**

- Demonstrated interest in classical music, including the ability to read scores
- Strong organisational and administrative skills with an attention to detail and accuracy
- Well-developed written and verbal communication skills
- Outstanding time management skills and ability to prioritise tasks in a multifaceted environment
- Ability to work in a team and also be self-managing
- Ability to use Microsoft Office
- Drivers' licence
- Familiarity with Tessitura database desired.
- Chamber music and/or performing arts industry experience desired
- Experience working in an office environment desired

- **To apply:**

Send your resume and a letter (maximum 2 pages) introducing yourself and addressing the knowledge, skills, qualifications, and abilities detailed above: jobs@musicaviva.com.au.

Note: In the subject of the email add the following code **EAC25 and your full name**. Applications not including this code may not be correctly processed.

For an informal chat about the role and MVA please contact Janet McKay
jmckay@musicaviva.com.au or Jennifer McCleary People & Culture Manager
jmccleary@musicaviva.com.au



Musica Viva Australia is a family friendly and flexible employer committed to equity and inclusion. We welcome applications from First Nations people and people from diverse cultural and regional communities.

We welcome applications from people who identify as having a disability. If at any stage of the recruitment process you require any accommodation due to a disability please let us know.

Applications closing date: 3 November 2025