

JOB DESCRIPTION

Job Title: Director of Emerging Artists Programs – Parental Leave Cover
Reports to: CEO
Supervises: Manager, Emerging Artists Program
Artistic Director, Competitions
Location: Melbourne/Naarm, on Wurundjeri & Boon Wurrung Lands
Appointment: Part-time fixed-term contract, 0.7 FTE (3.5 days or 26 hrs. per week)
- mid October 2025 with expected end date mid-October 2026
(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 (MVA) 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 Director of Emerging Artists Program leads the strategic development and implementation of MVA's Emerging Artists Program in collaboration with the Artistic Director. Ensuring Strike A Chord, FutureMakers, Masterclasses, Fellowships, Professional Development initiatives, and the Melbourne International Chamber Music Competition (MICMC), effectively nurture and advance emerging musical talent. The role is also responsible for the management of relevant Victorian donor and government relationships and based in Melbourne, Victoria, includes oversight of Musica Viva Australia's Victorian office.

Responsibilities:

Across all Emerging Artists Program areas

- Work closely with the CEO, Director of Development, Director of External Affairs and state offices on private and public funding opportunities and relationship management with supporters.
- Work closely with the Director of Marketing and Communications and other communications staff and contractors on agreed marketing and media strategies around the Emerging Artists Program activity.
- Manage the Emerging Artists Program budgets and Emerging Artists Program team financial footprint.

Strike A Chord Program & Melbourne International Chamber Music Competition (MICMC)

- Oversee the funding, preparation and presentation of Strike A Chord, the national, annual program of engagement and competition for secondary-age students.
- Working in collaboration with the Artistic Director, oversee strategy, risk analysis and communication around MVA's custodianship of MICMC.
- Manage and support the work of the Manager, Emerging Artists Programs in administering these programs.

FutureMakers Program

- Working in collaboration with the Artistic Director, oversee the direction of the program's artistic vision and objectives as well as its artistic and professional development content and curriculum and schedule of activity.
- Manage and support the work of the Manager, Emerging Artists Programs in aligning the program's goals and objectives with the aspirations and needs of the program's musicians and of MVA, and delivering the program, including budget oversight, identifying mentors and creatives, and retaining links with alumni.
- Liaise with internal and external stakeholders to create opportunities for FutureMakers artists.

Masterclasses, Fellowships and Professional Development

- Manage and support the work of the Manager, Emerging Artists Programs, in developing and implementing masterclasses and other teaching activities in conjunction with Concerts and Communities team, Marketing, Special Projects and Regional Touring, and state offices.
- Oversee the delivery of the Orange Fellowship including providing ongoing mentorship to the current Fellow and ensuring regular review and evolution of the program to support their professional growth and strengthen the relationship between MVA and The Orange Conservatorium of Music
- Work closely with the Concerts and Communities team, Senior Partnerships Manager and Strategic Partnerships Executive to deliver elements of the Ian Potter Mentorship program.

Melbourne Office Oversight

- Provide leadership to the Victorian team in relation to the operations and administration of the Melbourne office and manage the Victorian office administration budget.
- Lead the coordination of Victorian office activities for events such as Harmony Day, National Reconciliation Week, End of Year celebrations, etc.
- Support Concert delivery in Melbourne by overseeing liaison between the Concerts team and Victorian office staff for pre-concert talks, Meet The Artist events, Welcomes to Country, etc.

Leadership and Strategy

- Show leadership both internally and externally, building confidence and trust in MVA and its activities.
- As a member of the Leadership Team, contribute to MVA's organisational strategy development.
- Contribute to regular and ongoing business practice quality improvement and innovation and funder-required accreditation activities.
- Maintain a position of industry leadership through participating in professional and performance development activities and remain up to date on current knowledge and skills related to the position.

Organisational Responsibilities

- Maintain healthy work relationships with volunteers and other staff members.
- Attend meetings as required.
- Contribute to regular and ongoing business practice quality improvement and innovation and funder-required accreditation activities.
- 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 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, perform such other duties as may be directed, provided these are within their competency or training, from time to time.

Knowledge, Skills, Qualifications & Abilities

- A well-established professional profile (or the demonstrated potential to develop same), as a leader in the arts in Australia and/or other territories, and capable of representing MVA locally and internationally.
- Experience in artist development and educational frameworks.
- Proven track-record in developing, strengthening and managing a broad range of stakeholders across government, public and private sectors, and especially in relation to key government and corporate partners, donors, foundations and partners.
- A working knowledge of music programming or major event design, delivery, and operational requirements, relevant to the demands of a complex arts organisation.
- Strong networks nationally and internationally with artists, agents and chamber music presenters, festivals and related organisations.
- Understanding of various media formats and channels, both traditional (radio, TV, recordings) and web-based or digital.
- Proven ability to manage, motivate, develop and effectively communicate with team members.
- Well-presented, demonstrating confidence and a passion for the arts
- Proficiency in Microsoft Office (Word, Excel and PowerPoint) and ideally in Tessitura
- Ability to undertake out of hours work for concerts and events.

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 **DEA25 and your full name**. Applications not including this code may not be correctly processed.

For an informal chat about the roles and MVA please contact by email Jennifer Lang Director of Emerging Artists jang@musicaviva.com.au or Jennifer McCleary People & Culture Manager jmccleary@musicaviva.com.au

MVA 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.

Apply now - we are actively assessing applications as we receive them for a start asap