

JOB DESCRIPTION

Job Title: Qld Administration Coordinator QLDADMIN22
Reports to: Qld State Manager
Location of Job: Brisbane, Meanjin, on Turrbal and Yuggera country
Appointment type: Permanent Part time (0.6FTE)
(hybrid & flexible working arrangements available)
Salary: \$34,000 base + super (0.6 of \$56,000 FTE)

Musica Viva Australia's Purpose

Musica Viva Australia exists to make music feel extraordinary, for everyone.

Musica Viva Australia's Vision

An Australia where chamber music thrives and where all people of all ages, cultures and communities have access to and learn to appreciate the vital role of music in building a stronger and more creative world.

Musica Viva Australia's Mission

We commission and co-create new Australian works, provide opportunities for individuals and companies to connect with each other, and foster collaboration by providing a bridge across the music education, Australian and international chamber music sectors.

About the Role

The position reports to the QLD State Manager and works closely with the QLD State Coordinator. The team are the face of Musica Viva Australia (MVA) in Queensland and this position is expected to develop and sustain working relationships with stakeholders including teachers, subscribers, donors and artists in the delivery of MVA programs in Queensland.

The team also works in consultation with the Marketing, Concerts, Education, Finance and Development teams in the national office and this role plays a vital role in building and maintaining productive and trusted professional relationships with individuals from those teams.

Responsibilities:

- Provide reliable logistical and operational support for Musica Viva concerts in Queensland, including venue setup, staffing the ticket desk and providing a professional presence consistent with the Musica Viva brand.
- In conjunction with state and national colleagues, coordinate and deliver state-based MVAIS telemarketing activity.
- Communicate with schools via phone and email to provide excellent customer service and to support the achievement of state sales targets for Musica Viva in Schools education programs.
- Coordinate concert invitations and managing RSVPs.
- Update the company's CRM (Tessitura) with relevant information regarding QLD concert patrons and stakeholders. Note: full training in Tessitura is provided.
- Process school bookings in Tessitura and assisting with invoice processing and payment.
- Provide general administration support for the QLD office.
- Assist with event coordination.
- Collate data for budget reporting and funding acquittals, including good news stories and customer feedback.

Organisational Responsibilities

ACT
Ainslie Arts Centre
Ngunnawal Country
30 Elouera Street
Braddon ACT 2612
+61 (0)2 6251 9368

NSW
Musica Viva Australia House
Gadigal Country
PO Box 1687
Strawberry Hills NSW 2012
+61 (0)2 8394 6666

QLD
Judith Wright Centre
of Contemporary Art
Turrbal and Yuggera Country
Level 3, 420 Brunswick St
Fortitude Valley QLD 4006
+61 (0)7 3852 5670

SA
C/- St Paul's Creative Centre
Kairua Country
200 Pulteney Street
Adelaide SA 5000
+61 (0)8 7320 3321

VIC
Wurundjeri and
Boonwurrung Country
L4, 35-47 City Road
Southbank VIC 3006
+61 (0)3 9645 5088

WA
ABC Studios
Whadjuk Noongar Boodjar
Level 2, 30 Fielder Street
East Perth WA 6004
+61 (0)8 6277 0042

- Maintain healthy work relationships with volunteers and other staff members.
- 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 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 their competency or training, from time to time.

Knowledge, Skills, Qualifications & Abilities

- Proven interpersonal skills with strong experience in customer service and sales.
- Proven ability to work, in person and remotely, with minimal supervision as part of a productive, flexible and harmonious team environment.
- Strong organisational and administration skills.
- Ability to interpret data and use it to inform planning and process improvement.
- Capacity to work flexibly, incorporating out of office hours work where required and occasional interstate and intrastate travel.
- Proficiency in CRM database programs and Microsoft Office suite of programs. Experience with Tessitura desirable
- Well-presented, demonstrating confidence and a passion for the arts and education.
- Experience working in or understanding of the education and/or the arts sectors and knowledge of the Queensland education and arts landscape.
- Current full driver's licence desirable.

To apply:

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

Note: In the subject of the email add the following code **QLDSAC25 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 Paul McMahon by email pmcmahon@musicaviva.com.au [mailto:](mailto:pmcmahon@musicaviva.com.au) or Shubha Tewari People and Culture Coordinator by email stewari@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.

Applications close: 18 August 2025