



## JOB DESCRIPTION

<b>Job Title:</b>	<b>Queensland State Coordinator</b>
<b>Reports to:</b>	Queensland State Manager
<b>Location of Job:</b>	Brisbane on Turrbal & Jagera Land
<b>Appointment type:</b>	Permanent part-time (3 days or 22.5 hours per week) <i>(hybrid &amp; flexible working arrangements available)</i>
<b>Salary:</b>	\$40,000 base + super (0.6 of \$65,000 FTE)

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### **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**

To advance the aims of Musica Viva Australia by coordinating operational, marketing, stakeholder relationship and administration activities under the direction of the Queensland State Manager.

### **Reporting and Working Relationships**

This position reports to the Queensland State Manager. The position is expected to develop and sustain working relationships with internal and external stakeholders in the delivery of the Musica Viva Australia programs in Queensland with a focus on collaboration and customer service. The role works closely with the Queensland Administration Coordinator, as well as with colleagues in National Office and around the country. The position may occasionally be required to supervise casual staff, interns and volunteers on an as-needs basis.

### **Responsibilities:**

- Assist the Queensland State Manager and national colleagues with the design and implementation of an annual state-based marketing strategy for all MVA programs and activities in Queensland.
- Maintain and develop good relationships with a wide range of MVA stakeholders, in particular schools and teachers as related to Musica Viva Australia in Schools (MVAIS).
- Assist the Queensland State Manager in coordinating the distribution of school subsidies for MVAIS.
- Support the business development aims of the Queensland office as directed by the State Manager, including growing education stakeholder engagement and scoping new projects.
- Support fundraising relationships of the Queensland office including assisting with collating good news stories and other data for reporting purposes.
- Assist activating crossover opportunities between MVA programs and activities in Queensland.
- In conjunction with state and national colleagues, coordinate state-based MVAIS paid telemarketing activity.



- Assist with all aspects of concert operations and events as required, including coordinating artist travel in Brisbane, delivery of masterclasses, teacher PD, post-concert suppers and other ad hoc events as directed by the Queensland State Manager.
- Assist with the planning, implementation and evaluation of special projects in Queensland, as directed by the State Manager.
- Assist national colleagues in maintaining effective working relationships with Queensland based MVA musicians.
- Assist with financial administration processes relevant to MVA's work in Queensland.
- Efficient delivery of all administrative aspects of the MVAIS program in Queensland, from booking to post-concert evaluation.
- Adhere to all financial management systems and ensure timely submission of MVAIS feedback and invoicing data, monitoring accounts receivable and debt collection as necessary.
- Maintain data integrity in the Tessitura CRM.

#### **Organisational Responsibilities**

- Maintain healthy work relationships with volunteers and other staff members.
- Attend industry events and 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 organization.
- 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, sales and driving stakeholder engagement
- 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: [jobs@musicaviva.com.au](mailto:jobs@musicaviva.com.au).

Note: In the subject of the email add the following code **QLDSC25 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:pmcmahon@musicaviva.com.au) or Shubha Tewari People and Culture Coordinator by email [stewari@musicaviva.com.au](mailto:stewari@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 Close: 18 August 2025**