



musica viva

*Music to Inspire*

## **JOB DESCRIPTION**

### **SUMMARY INFORMATION**

**Job Title:** SENIOR DEVELOPMENT & VICTORIAN STATE MANAGER  
**Reports to:** Deputy CEO / Director of Development  
**Location of Job:** Melbourne on Wurundjeri Land  
**Appointment type:** Full time

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### **Musica Viva's Purpose**

Musica Viva exists to create and support a vibrant chamber music sector which is accessible to people of all backgrounds across Australia.

### **Musica Viva's Mission**

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

### **Purpose of Position**

The position exists to provide leadership and drive the process of identifying, securing and servicing key stakeholders as sources of contributed revenue to advance the aims of Musica Viva Australia, both in Victoria and nationally, across all programs. The position includes some occasional out-of-hours work for concerts, networking and special events.

This role has responsibility for the delivery and smooth operation of Musica Viva Australia public concerts to audiences and throughout the state, working in conjunction with the organisation's National Office staff, the Victorian local staff and the Committee / volunteers.

Through strong leadership and relationship management, the Senior Development & Victorian State Manager will be responsible for developing and implementing strategies to strengthen Musica Viva Australia's presence in Victoria.

### **Reporting/working relationships**

The position reports to the Director of Development and Deputy CEO and works in close collaboration with the Victorian Office and State teams. The position also has close working relationships with the CEO, and the various position holders in the areas of Concerts and Communities, Education, Marketing, Operations and Finance, along with an affiliation relationship with the other State Managers in WA, SA, Qld, and ACT.

The position also works closely with the Committee President to ensure compliance with Musica Viva Australia's business plan, fundraising and marketing guidelines and corporate values.

Additionally, the State Manager maintains relationships with, but not limited to:

- the local branch committee members

- local funding bodies
- local donors
- senior level government representatives
- local venues and arts and cultural organisations
- local marketing and cross-promotional partners

## **DUTIES AND ACCOUNTABILITIES**

### **Philanthropy**

- Growing Musica Viva Australia's philanthropic base in Victoria and more broadly across all programs including (but not limited to) the Amadeus Society, Masterclasses Giving Circle, Ensemble Patrons and Concert Champions, Equal Music as well as oversight of all Development activity in relation to the Strike A Chord and Melbourne International Chamber Music Competitions;
- Supporting a mutually beneficial approach to enrich patrons' and supporters' experience of Musica Viva Australia's activities;
- Managing relationships with pledged bequestors (Custodians) and families of those whose bequests have been realised.

### **Strategic Partnerships (Corporate Partnerships and Trusts & Foundations)**

- Supporting the ongoing Partnership strategy, in conjunction with the Director of Development and Strategic Partnerships Manager, including identifying and cultivating prospects;
- Writing and pitching proposals and applications, and associated reports and acquittals, in conjunction with relevant internal stakeholders;
- Ensuring that all benefits that have been negotiated in contracts are mutually agreed and deliverable across the Company and that reporting requirements are fulfilled;
- Ensuring Musica Viva Australia's brand image is enhanced and enriched by new partnerships, whilst working within the parameters of the contributed revenue guidelines set by the Board;
- Maintaining a mutually beneficial approach to enrich Strategic Partners' experience of Musica Viva Australia activities.

### **Revenue Generation**

- Earned Revenue (sales): in consultation with the national marketing team, oversee the implementation of state-based marketing/engagement strategies that effectively complement national strategies and campaigns, ensuring that Musica Viva Australia's public concerts and activities' sales targets in Victoria are achieved, with strong returns on engagement, retention and acquisition strategies.

### **Communication**

- Collaboration with Victorian office colleagues to drive the sharing of stories regarding Musica Viva Australia's impact in Victoria, ensuring the content is directed to the most effective distribution points inside/outside the organisation on multiple platforms including digital;
- Prepare and deliver presentations as required to build understanding and support for Musica Viva Australia programs in Victoria;
- Primary responsibility for consultation with local groups, and Victorian State Committee.

## **Operations**

- Overseeing general office logistics, including but not limited to renewal of office lease, infrastructure, WH&S;
- Primary responsibility for all Victoria-specific events and activities designed to retain, engage or acquire stakeholders;
- Oversee consistent accurate work on national CRM undertaken by relevant Victorian branch staff;
- In conjunction with National Office staff, oversee local audience engagement and audience experience for concerts in line with the national strategy, including but not limited to pre-concert talks and Meet The Artist events.

## **Organisational Responsibilities**

- 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 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. 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 his/her competency or training from time to time.

## **COMPETENCIES AND EXPERIENCE OF POSITION HOLDER**

### **Essential Knowledge, Skills, Qualifications & Abilities:**

- A minimum of 3 years' experience in fundraising / relationship management in the arts and/or not for profit sector
- Ability to drive strategic plans from ideas to reality
- Excellent relationship building skills
- Ability to engage board and senior management in philanthropy strategies
- Ability to brief, supervise, motivate and develop junior members of staff
- Attention to detail with excellent oral and written communication skills
- Systematic problem solver and researcher – proficiency in collating and analysing information
- Process oriented, efficient and well organised demonstrating an ability to prioritise

- Team player - friendly, can-do approach to work and life
- Well-presented, demonstrating confidence and a passion for the arts
- Knowledge of Tessitura or similar donor database/CRM programs
- Proficiency in Microsoft Office (Word, Excel and PowerPoint)
- Ability to undertake occasional out of hours work for concerts and events
- Interest in and/or knowledge of the arts scene, classical music and music education in particular