



musica viva

music to inspire

JOB DESCRIPTION

SUMMARY INFORMATION

Job Title: ACT Coordinator (0.4 FTE)

Reports to: ACT Manager

Location of Job: Canberra on Ngunnawal Land

Appointment type: Permanent Part time (2 days or 15.2 hours per week)

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

To advance the aims of **Musica Viva ACT** by coordinating all the education and ICS activities of Musica Viva ACT under the direction of the ACT State Manager.

Reporting/working relationships

The position reports to the ACT State Manager and works closely with The National Education and Concerts teams located in Sydney. The position is expected to develop and sustain productive working relationships with stakeholders including teachers, subscribers, donors and artists in the delivery of the Musica Viva programs in ACT.

DUTIES AND RESPONSIBILITIES

MVIS operational coordination at branch level

- Schedule all education projects, professional development courses and other MVIS events under the supervision of ACT Manager, balancing artist availability/ school requests/ budget parameters
- Negotiate musicians' availability for all activity, and liaise with them across the year
- Attend MVA Professional Development events and assist with FOH/BOH tasks as required
- Prepare Professional Development Course materials for teachers, including assembly of kits, teacher follow up, and logistical support to education events.
- Resolve enquiries from schools and support effective correspondence with teachers and principals

Administration and Finances

- Ongoing management of information in the CRM database system, including data entry, list extraction, moves management, and CSI and Plan records of dealings with ACT clients and stakeholders
- Undertake CRM database system training periodically
- Manage a yearly arts and education calendar, to assist with planning MVIS tours, Professional Development sessions, concerts and events
- Manage effective correspondence with ACT-based stakeholders, under direction of ACT Manager
- Adhere to all financial management systems as instructed by the National Office
- Other duties as required

MVA Concert Season

- Attend the MVA Concert Season concerts at Lewellyn Hall and assist with front of house or back of house tasks, as required.
- Liaise with MVA Operations staff and ACT Manager to coordinate Lewellyn Hall facility and production requirements.

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 their competency or training from time to time.

Competencies and Experience of Position Holder

Essential Knowledge, Skills, Qualifications & Abilities:

- Excellent written and verbal communication skills, with a focus on customer service and care
- Experience in, or proven aptitude for, supporting fundraising or sales activities, preferably in a not for profit environment
- Well-presented, demonstrating confidence and a commitment to Musica Viva's vision
- Proven interpersonal skills with a focus on customer service and care
- Organised, with an excellent eye for detail and the ability to prioritise calmly and effectively to meet tight deadlines
- Proactive, with an ability to work with minimal supervision in a flexible team environment
- Proficiency in Microsoft Word and Excel, with an ability to maintain existing processes and systems and identify opportunities for improvement
- Flexible, as some out of hours work is required
- Enthusiasm for working to a high standard in a support role as part of a close-knit team

Desirable Knowledge & Skills:

- Proficiency in CRM programs (Tessitura or similar), but training will be provided
- A current driver's licence
- Familiarity with the ACT arts environment