

JOB DESCRIPTION & APPLICATION INFORMATION

MARKETING COORDINATOR

Job Title: Marketing Coordinator

Reports to: Manager, Content and Brand

Location of Office: Zetland on Gadigal Land preferred

Appointment type: Full-time permanent / part-time 0.8 considered
(*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 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 Marketing Coordinator plays a vital role within in the Marketing team's administration and systems, working across all three pillars of the organisation: Education, Concerts and Emerging Artists.

The role involves general marketing tasks including direct mail campaigns, email marketing and cross promotional opportunities, budget maintenance and other administrative duties related to Musica Viva Australia's Marketing Team.

Reporting/working relationships

The position reports to the Manager, Content and Brand and works closely with all members of the Marketing team.

Responsibilities:

- Provide administrative support to a range of Concerts, Education and brand marketing campaigns, including contributing to eDMs, the production of digital and print marketing materials, distributing and scheduling of design assets, and collating and formatting images and copy.
- Provide support to the Digital Marketing team to ensure website and all audience-facing information is correct and up to date.
- Update customer records and create custom reports, lists and extractions in our ticketing CRM, Tessitura. (Training will be provided).
- Support the team to maintain accurate financial records, including processing invoices and updating budgets.
- Engage constructively with supporters, subscribers, external agencies, contractors and stakeholders.

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 his/her 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.
- Other duties as may be directed from time to time, provided these are within their competency.

Knowledge, Skills, Qualifications & Abilities

- A passion and/or for the arts, classical music and/or music education with an eagerness to learn and participate.
- Excellent relationship-building skills and good customer service.
- Attention to detail with excellent oral, written and proof-reading skills.
- Efficient and well-organised, demonstrating an ability to prioritise workload, collate and analyse information and meet deadlines.
- Digitally-savvy and interested in digital marketing, including social media platforms and new technology.
- Proficient in Microsoft Office Suite (including Word, Excel, Powerpoint, Outlook and Teams)
- Familiarity with Tessitura or similar database/CRM programs
- Familiarity with email marketing systems desirable.
- Interest in digital and print content production, including image, video and audio editing desirable.

To apply:

Send your resume and a letter (maximum 2 pages) introducing yourself and addressing the position requirements detailed above to jobs@musicaviva.com.au. In the subject of the email add the code **MCD26 and your full name**. Applications not including this code may not be correctly processed.

Inquiries regarding the role can be made by email to Harriet Cunningham, Content & Brand Specialist hcunningham@musicaviva.com.au or Jennifer McCleary People & Culture Manager jmcclary@musicaviva.com.au

Musica Viva Australia is a family friendly and flexible employer committed to equity and inclusion. We welcome and encourage applications from First Nations people, people who identify as having disability, people who identify as LGBTIQA+, and people from culturally and linguistically diverse backgrounds.

If at any stage of the process you require any adjustments due to disability or having access needs, please let us know.

Applications Close: 25 September 2025