

## **JOB DESCRIPTION**

### **SUMMARY INFORMATION**

**Job Title:** QLD State Manager (0.8FTE) and Public Affairs Manager (0.2FTE)  
**Reports to:** Deputy Chief Executive Officer  
**Location of Job:** Brisbane  
**Appointment type:** Permanent 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**

To enrich communities across Australia by making live chamber music accessible to everyone.

### **Musica Viva's Vision**

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 Qld State Manager is the "face of Musica Viva" in Qld. This role has responsibility for the delivery and smooth operation of Musica Viva public concerts and education activities to audiences and schools throughout the state, working in conjunction with the organisation's National Office staff, the Qld MVA local staff and the Committee / volunteers.

Through strong leadership and relationship management, the Qld State Manager will be responsible for developing and implementing strategies to strengthen Musica Viva's presence in Qld.

The Public Affairs Manager is responsible for devising strategies to promote Musica Viva as an organisation, to extend awareness of the unique functions of the company to its stakeholders and to the wider public. This may include the organisation of promotional events involving corporate sponsors, donors and/or supporting trusts and foundations, key politicians and government funding bodies. It also involves seeking, stewarding and managing reporting for government funding relationships at all levels of government.

### **Reporting/working relationships**

This position reports to the Deputy Chief Executive Officer. The position also has close working relationships with the CEO, and the various position holders in the areas of Education, Concerts, Communities, Development, Operations and Finance along with an affiliation relationship with the other State Managers in WA, SA, Vic, and ACT.

The position manages locally-based staff and volunteers including the Qld State Coordinator and the Qld State Administration Coordinator as well as occasional casual staff. The position also works closely with the Committee President to ensure compliance with MVA'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
- Artistic Review Panels and local arts forums

## **DUTIES AND RESPONSIBILITIES**

The vast majority of points raised below are achieved in conjunction with National Office staff, most of which are shared responsibilities. When applicable, the words "primary responsibility" have been used to indicate the requirement to take a lead role in that particular aspect.

### *Relationship management:*

- Primary responsibility for developing and maintaining effective relationships with Musica Viva stakeholders, including customers, advocates, donors, Board Directors, leadership volunteers and Committee, artists, arts industry, corporate partners and government at state and local level, to build contributed and earned revenue.
- Primary responsibility for building partnerships with relevant arts and education sector organisations, including negotiating Value In Kind relationships to support MV programs in Qld.
- Primary responsibility for identifying and engaging new potential stakeholders and advocates in Qld, including government, as well as deepening loyalty across all stakeholder segments
- In consultation with the Deputy CEO and Development team, manage the issuing and follow up of invitations for QLD government representatives to attend concerts, events and activities in order to maximize government engagement with Musica Viva, in line with state and national objectives.

### *Revenue Generation:*

- Contributed Revenue (non-box office): leverage relationships to sustain and build Qld contributed revenue, ensuring that all contracted obligations are fulfilled – and, wherever possible, exceeded. This will include individual donations, trusts & foundations, PAFs and government funding at state and local level, with strong returns on engagement, retention and acquisition strategies. In conjunction with National Development staff, research and prepare funding proposals for trusts/foundations and government.
- Develop and maintain effective working relationships with existing or potential state corporate partners.
- Earned Revenue (sales): recommend and direct the implementation of state-based marketing/engagement strategies that effectively complement national strategies and campaigns, ensuring that Musica Viva's public concerts and education activities' sales targets in Qld are achieved, with strong returns on engagement, retention and acquisition strategies.

### *Communication*

- Collaboration with Queensland office colleagues to drive the sharing of stories regarding Musica Viva Australia's impact in Queensland, 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 MVA programs in Qld.
- Primary responsibility for report writing and the provision of data, analysis and anecdotes necessary for proposal and/or acquittals, in consultation with National Office staff.

#### *Operations:*

- Primary responsibility to ensure all work within the Qld Branch is undertaken with efficiency, innovation and strong customer service focus and in accordance with MVA core values of quality, diversity, challenge and joy.
- Manage Qld fundraising and administrative budgets.
- Oversee Qld-based support staff, working with National Office staff, regarding operational management of all MVA programs operating in Qld, ensuring smooth running, on time and on budget, mindful of WH&S, training, mentorship and overall guidance responsibilities.
- Primary responsibility for all Qld specific events and activities designed to retain, engage or acquire stakeholders.
- In collaboration with relevant senior management staff, identify and seek resources for business development opportunities which align with MVA's strategic goals.
- Oversee consistent accurate work on national CRM undertaken by Qld branch staff.
- In conjunction with National Office staff, oversee local audience engagement and audience experience for the concert series in line with the national strategy, including but not limited to pre-concert talks and Meet The Artist events.
- In conjunction with National Office staff, design and deliver local MVA Education programs.

#### *Public Affairs Responsibilities*

- Working closely with the CEO, Deputy CEO, Director of Education and the Director of Development, shape and implement a national strategy that secures Musica Viva's long-term relationships with government funders.
- Working with all associated staff, ensure that Musica Viva is well positioned within the context of the political climate of the day.
- Liaise with state managers to develop acquisition strategies to fund Education programs and initiatives.
- 'Maintain an overview of government funding prospects and relationships with potential new funders'
- In consultation with the CEO, Deputy CEO and Development team, manage the issuing and follow up of invitations for NSW government representatives to attend concerts, events and activities in order to maximize government engagement with Musica Viva.
- In consultation with state offices and the Development team, maintain accurate records of elected officials nationally.
- Oversee the process of maintaining Tessitura plans for key public affairs relationships, including in consultation with the Executive Manager and State Managers.

#### *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.
- Where reasonably and lawfully required, be fully vaccinated against COVID-19, including being up to date with any recommended booster shots.
- 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:**

#### **Skills**

- Previous management experience. within either a state-wide or national organisation
- Flair in building effective relationships to raise profile and revenue from different types of stakeholders and networks.
- Demonstrable leadership capacity to:
  - initiate and implement local strategies to generate earned revenue outcomes in Qld;
  - initiate and implement local strategies to generate contributed revenue outcomes in Qld; and
  - recruit, engage and manage staff.
- Proven capacity working with leadership volunteers and mobilising advocates.
- Demonstrable effectiveness working as part of collaborative team.
- Budget management.
- Attention to detail in both written and budget documentation
- Project management, decisively prioritising competing objectives and making clear decisions.
- Excellent oral and written communication skills, including the capacity to speak publicly in a representational role on behalf of Musica Viva in Qld as required.

#### **Knowledge**

- Familiarity with the Qld educational and school systems.
- Familiarity of and relationships with local Qld arts and education promotional networks.
- Experience in developing audiences for the arts and/or education.
- Experience in securing and acquitting grants
- Understanding of how to leverage CRM effectively to meet company goals.
- Commitment to the value of live music performance and general understanding of fine music.

#### **General**

- Capacity to work flexibly, incorporating regular out of office hours work and a small amount of interstate and intrastate travel.
- Driver's license desirable - plus optional access to a vehicle from time to time.

- As this role may require you to visit performance venues, schools and have contact with vulnerable individuals, it is a requirement of this role that you be fully vaccinated as well as remain up to date with all recommended booster shots.

**Desirable Knowledge, Skills, Qualifications & Abilities:**

- Working knowledge of Tessitura CRM system.
- Management experience within a national organisation.

**Reviewed 2022**