

JOB DESCRIPTION

SUMMARY INFORMATION

Job Title: SA State Coordinator
Reports to: SA State Manager
Location of Job: Adelaide on Kurna Land (and working flexibly)
Appointment type: Permanent Part time (0.4FTE / 15 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.

Reporting/working relationships

The position reports to the SA State Manager. The position is expected to develop and sustain working relationships with stakeholders and artists in the delivery of the Musica Viva programs in SA with a focus on MVIS sales and customer service. The role works very closely with the SA Administration Coordinator.

DUTIES AND RESPONSIBILITIES

1. Sales and marketing

- In consultation with the SA State Manager and national marketing team, be actively involved in the design and implementation of an annual state-based marketing strategy for Musica Viva In Schools (MVIS) and the Musica Viva Concert Season
- Implement local sales plans, establishing strong relationships with key contacts in SA schools, aiming to achieve SA sales targets in MVIS
- Implement local marketing initiatives to increase sales and awareness of the Concert Series in Adelaide, masterclasses, and other such concert-giving activities undertaken in SA by Musica Viva
- Provide content for production of marketing collateral in conjunction with the Education team and SA State Manager
- Maintain and develop productive relations with client schools state-wide
- Update customer records in the CRM database system including changes in key contacts, noting sales contact points, campaigns and actions in sales plans.

2. Musica Viva Concert Season

- Attend the Musica Viva Concert Season concerts at the Adelaide Town Hall and assist with front of house or back of house tasks, as required.
- Liaise with Musica Viva Operations staff and State Manager to coordinate Adelaide Town Hall facility and production requirements.

3. 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 SA 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
- Work closely with the SA Administration Coordinator on the scheduling of Schools concerts

- Manage effective correspondence with SA-based stakeholders, under direction of SA State Manager
- Adhere to all financial management systems as instructed by the National Office
- Other duties as required

4. Stakeholder engagement

- Assist the SA State Manager with audience development, donor development and stakeholder engagement events as required
- Liaise and attend donor and VIP visits to schools
- Manage operational details related to stakeholder engagement

5. 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:

- Strong organisational skills
- Enjoyment in pursuing targets and concluding sales negotiations
- Energetic self-starter, able to work with minimal supervision in a flexible, hybrid working team environment
- Proven interpersonal skills with a focus on customer service and care
- Well-developed written and verbal communication skills
- Excellent attention to detail, particularly in data entry and management
- Proficiency in the suite of MS programs
- Flexible, as some out of hours work required
- Well-presented, demonstrating confidence and a passion for the arts and education
- Ability to remain calm under competing deadlines

Desirable Knowledge & Skills:

- Proficiency in CRM (Tessitura) desirable, but training will be provided
- A current SA drivers' licence

REVIEWED 2022