

JOB DESCRIPTION

ACT & Government Engagement Coordinator

SUMMARY INFORMATION

Job Title:	ACT & Government Engagement Coordinator
Reports to:	ACT & Government Engagement Manager
Location of Office:	Canberra on Ngunnawal Country
Appointment type:	0.8 FTE (30 hours per week)
Annual Base Salary:	\$51,200 (FTE \$64,000) + super

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 ACT & Government Engagement Coordinator reports to the Government Engagement & ACT Manager to support MVA programs and activities of ACT office, Government Engagement and Development teams, with a focus on collaboration, customer service and administration.

Responsibilities

Education

- Assist the ACT & Government Engagement Manager and national colleagues with the design and implementation of an annual state-based marketing strategy for MVA programs and activities in the ACT.
- Maintain and develop good relationships with a wide range of MVA stakeholders, in particular schools and teachers as related to Musica Viva Australia in Schools (MVAIS).
- Assist in coordinating the distribution of school subsidies for MVAIS.
- In conjunction with state and national colleagues, coordinate ACT-based MVAIS paid telemarketing activity.
- Ensure efficient delivery of all administrative aspects of the MVAIS program in the ACT, from booking to post-concert evaluation.
- Adhere to all financial management systems and ensure timely submission of MVAIS feedback and invoicing data as necessary.

Professional Development – Education

- Programming: Provide input into Professional Development (PD) workshop topics and liaise with MVA PD staff/presenters to confirm details of events including resource requirements.
- Operations: Liaise with venue staff to book event spaces, collate attendance lists and ensure resources are available.
- Sales: Communicate PD opportunities to ACT teachers and stakeholders.
- Accreditation: Process accredited professional development hours for teachers using the online Teacher Quality Institute's portal.

Development

- Support the business development aims of the ACT office as directed by the ACT & Government Engagement Manager, including administration tasks, growing education stakeholder engagement and scoping new projects.
- Support fundraising relationships in the ACT, including assisting with collating good news stories and other data for reporting purposes.
- Maintain data integrity in the Tessitura CRM.

Mainstage concerts

- Attend and assist with all aspects of concert operations and administration as required (seven concerts annually), delivery of masterclasses, post-concert suppers and other ad hoc events as directed.

Government Engagement

- Data: Maintain accurate records about government stakeholders and relevant communications in Tessitura, and provide support to colleagues nationally to do likewise.
- Payments: Process government grant payments in Tessitura.
- Research: Research grant opportunities and contribute to funding applications.
- Communication: Prepare and send invitations to local, state, federal and diplomatic government stakeholders, and ensure timely follow-up communication.
- Administration: Provide administrative support to the ACT & Government Engagement Manager as required.

Organisational Responsibilities

- Maintain healthy work relationships with volunteers and other staff members.
- Attend industry events and meetings as required.
- 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 your own health and safety and for the health and safety of anyone else who may be affected by your acts or omissions at the workplace.
- Hold a valid Working with Vulnerable People 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.

Knowledge, Skills, Qualifications & Abilities:

- Good organisational and administration skills and excellent attention to detail, ideally with experience using the Office suite of software.
- Confident communication skills, with experience in customer service and/or telephone sales desirable.
- Ability to follow processes with accuracy and complete tasks independently.
- Experience in CRM programs (Tessitura or similar) is desirable – training will be provided.
- Experience in, or understanding of, the arts and education sectors in the ACT is desirable.