



POSITION DESCRIPTION

Position:	Programs Manager
Reports to:	Director of Programming
Direct reports:	Event based staff and contractors
Location:	374 Brunswick Street, Fortitude Valley, QLD 4006
Employment Basis:	Full time / negotiable
Term:	Permanent
Salary:	\$75,000 plus Superannuation
Start Date:	ASAP

ABOUT QMUSIC

QMusic is the peak body for the music sector in Queensland, a not-for-profit dedicated to securing the future of an industry that delivers artistic, cultural, social and economic value to Queensland.

With ongoing funding commitments from the state and federal government and partnerships with local government authorities across our state, we run a series of programs and events focused on building community, music industry capacity, market growth and artistic development.

We provide powerful platform events to showcase Australian talent to audiences here and around the globe, all the while acting as a key advocate for the sector and investing in the grassroots of music across our state.

Key events include BIGSOUND, the largest music industry event in the southern hemisphere, the Queensland Music Awards, our state-wide skills and capacity building program QMusic Industry Connect, Queensland Parliamentary Friends, as well as festivals including Valley Fiesta, and awards such as the Billy Thorpe Scholarship, the Grant McLennan Fellowship, the Carol Lloyd Award and the Dennis 'Mop' Conlon Scholarship.

POSITION SUMMARY

The Programs Manager is a key staff member within the QMusic team, working closely and reporting to the Director of Programming. The role carries key responsibility to ensure that QMusic's major public events and industry development programs are delivered to best possible results.

A visibly senior role in the Program team, the Programs Manager provides administrative leadership and program coordination and stakeholder and artist liaison for the delivery of a series of key initiatives within QMusic, including QMusic Industry Connect; the management of QMusic's Scholarships and prizes; and program coordination for QMusic's major music events.

QMusic colleagues rely on the Programs Manager to be a strong, open communicator with an inclusive, collaborative working style to ensure all programming activities are delivered successfully as part of a high-performing, culturally-safe team.

KEY ACCOUNTABILITIES

- 1. Support the QMusic Programming team in the planning and development, and delivery of QMusic Event Programs**
 - a. Provide comprehensive administrative and event coordination duties in contribution to BIGSOUND, Queensland Music Awards (QMAs), Industry Connect, Scholarships and Prizes, Valley Fiesta and other QMusic events as required
 - b. Support QMusic's sector understanding and knowledge through research, information and data management, reporting and evaluation when required

- 2. Provide project leadership as required toward key QMusic program initiatives**
 - a. In consultation with the Director of Programming and Executive Producer- BIGSOUND, collaborate with the wider QMusic team and relevant external stakeholders to lead the planning and delivery of priority initiatives as part of BIGSOUND
 - b. In consultation with the Director of Programming and the Program team, collaborate with the wider QMusic team and external stakeholders to lead priority initiatives relating to the QMAs, Industry Connect and other QMusic programs
 - c. Lead initiatives as required using effective self-directed project management and creative producing skills; including personal and project time management, timely communication, budgetary and contract coordination and internal and external stakeholder management including managing project staff as required

- 3. Liaise with artists, speakers, presenters, and industry representatives in a professional manner to provide informational and appropriate music sector support**
 - a. Representing QMusic, communicate with the broader industry in a timely and professionally supportive manner through email, phone and interpersonal communication providing accurate and service-orientated sector support
 - b. As appropriate and required, represent QMusic in a formal capacity for both QMusic and external industry events

- 4. Provide a leading role in managing department administration, tracking programming information, budgets and coordinating the use of QMusic's systems on behalf of the Programming team**
 - a. Lead the coordination of the Program team's administrative processes across all QMusic programs, with support and in consultation with the Operations Department
 - b. Effectively utilise multiple digital software platforms to manage and share information and communicate effectively internally and to external stakeholders
 - c. Create and maintain accurate and up to date records, including timeline management, contracting and budgetary coordination of QMusic programs and initiatives led by the Program team
 - d. Work with the Operations Department to provide departmental onboarding and training for incoming staff and program contractors as required

- e. Representing the program team, collaborate with the wider QMusic team to align and continually improve system processes and provide updates and internal training as required

General Duties

- Work with the Director of Programming and the Executive Team as needed to develop long-term artistic, financial, and administrative plans, and continuous organisational improvement
- Contribute to post-event evaluations and acquittals including data collation, assessments of implemented strategies, budgets, staffing, and overall outcomes. Contribute to the preparation of relevant reports in line with the strategic intents of the business
- Collaborate across departments and work closely with the Director of Programming, and undertake any other tasks as reasonably requested by the Director of Programming, including attending QMusic events and functions and QMusic workshops (some of which will be outside normal business hours)
- Adhere to the Code of Conduct that sits across all QMusic activities

KEY CAPABILITIES

KNOWLEDGE, EXPERIENCE AND SKILLS

- Over 3 years working in creative events with a key focus on the music or festivals industries, and relevant experience in a similar role
- Highly developed skills and interest in administration and data management including budgetary
- Project management skills and experience in leading projects in a team environment with support staff
- Excellent interpersonal communication skills and the ability to liaise and manage a diverse range of people of varying skill sets, including artists, suppliers, the general public, volunteers, and QMusic stakeholders
- Ability to manage significant workloads during peak periods and work under pressure to meet deadlines
- Advanced skills with IT and digital tools, and experience in budgetary management

DESIRABLE CRITERIA

- Experience in working in an inclusive, culturally-safe manner with First Nations artists, communities, and companies
- Strong interest in the music industry with an understanding of current issues and opportunities
- People leadership capability with strong negotiation skills
- Strong understanding of Conflict of Interest management for Not for Profit organisations

KEY RELATIONSHIPS

Internal: Director of Programming, First Nations Music Officer, Director of Operations, Executive Producer-BIGSOUND, Chief Executive Officer, Lead Conference Programmer, QMusic internal team

External: Stakeholders, Artists, Industry representatives Curators, Venues, and Contractors

POLICIES AND WORKPLACE PRACTICES

All QMusic employees are required to acquaint themselves with the organisation's policies and procedures and to abide by them at all times. It is expected employees will be respectful towards the organisation, colleagues, clients and public, act collaboratively with all colleagues and act in safe and responsible manner at all times.



Flexible work hours will be required for occasional weekend and evening events.

APPLICATIONS

Please send:

- a cover letter demonstrating your suitability for successfully performing the requirements of the role
- a current CV including two employer references

Submit your application via the [QMUSIC Job Applications](#) form by **11:59 PM AEST Monday 2nd December 2024**.

Enquiries: Please contact the QMusic office on (07) 3257 0013 or info@qmusic.com.au

For a confidential discussion regarding the position, please contact Mandi McIntyre on mandi.mcintyre@qmusic.com.au