

Position Description – Indigenous Music Development Officer

Role Title	Indigenous Music Development Officer
Background	<p>MusicNT exists to support the growth and development of original contemporary music in the Northern Territory. MusicNT is a non-profit music organisation representing, developing and servicing the Territory's original music industry.</p> <p>As the lead contemporary music development body for the Northern Territory, MusicNT has a focus on developing and strengthening networks with national music industry representatives as well as strengthening links with regional centres throughout the Territory.</p>
Role Purpose	<p>MusicNT is seeking employment Indigenous Music Development Officers in a pilot program to support MusicNT's existing suite of programs (including Remote Areas Music Program, Indigenous Women's Music Program, Bush Bands) and to help build relationships between community leaders, councils and shires, festivals and musicians to grow capacity in local music communities. The role will also help coordinate Regional Music Officers based in communities across the territory.</p> <p>These new roles will ideally be full time positions funded over a three-year period, and will include training and support from MusicNT.</p> <p>Working with and reporting to MusicNT, both IMDOs will provide advice, support and resources to artists and communities who might not otherwise have access to MusicNT's services.</p>
Reports to	Central Australian Manager
Direct Reports	NIL
Indirect Reports	Regional Music Officers, Trainees, Volunteers, Contractors and Students
External Relationships	Community leaders and mentors, regional councils, local arts organisations, schools, festivals, venues, musicians
Objectives	<ul style="list-style-type: none"> - To coordinate Regional Music Rangers in communities across the Northern Territory. - To empower, develop and connect regional musicians, industry and infrastructure; - To ensure regional music communities have access to professional development and funding opportunities in culturally appropriate settings; - To support the delivery of MusicNT programs as required including IWMP, RAMP, Bush Bands and NIMA's.



	<ul style="list-style-type: none"> - Grow opportunities and activities for local Indigenous people looking to work in the music industry - Develop and support existing regional festival and touring networks - Support the development of remote community music plans - Ensure regional music communities have a voice and are connected to local, territory and federal advocacy - Help grow access to live original music for Indigenous women and young Indigenous people (12-25) - Work with Aboriginal councils, regional councils, schools, communities and other organisations to increase development and performance opportunities for local Indigenous musicians
Role Title	Indigenous Music Development Officer (IMDO)
Hours	Up to 5 days per week, for a total of 38 hours (negotiable) This role will also require you to occasionally work during evenings and weekends. This will be part of your 38 hours.
Start Date	January 2023 (negotiable)
Remuneration	\$65-75K, pro rata + superannuation
Place of Work	<ul style="list-style-type: none"> - Each IMDO will have a set geographic area to oversee. Indigenous Music Development Officers will work from a MusicNT office and autonomously from a regional location (home office, affiliated organisation office or other agreed location) on occasion. - Some travel is necessary as part of this role, both within the set geographic area, and possibly other areas of NT. - All accommodation and travel expenses will be covered by MusicNT, including per diem and petrol expenses. Travel dates will be scheduled in advance.
Key Tasks	<p>Indigenous Music Development Officers will:</p> <ul style="list-style-type: none"> - Identify, engage and manage community based Remote Music Rangers (RMRs) to advance access to music and development opportunities for the community - Help deliver core MusicNT programs regionally, such as Bush Bands, Remote Areas Music Program (RAMP), Sista Sounds and Divas and others as required. - Coordinate and deliver networking and professional development events for local industry and artists - In partnership with RMRs, work to enhance performance opportunities with local live music venues and community festivals - Build and maintain local industry, artist and music infrastructure databases - Complete a regular live music census for assigned areas





	<ul style="list-style-type: none"> - Facilitate community networking through recommendations, introductions and meet 'n' greet events.
Selection Criteria	<p>Essential</p> <ul style="list-style-type: none"> - Experience working in the Indigenous Arts and Culture sector (music, arts, theatre or other) - Demonstrated knowledge of Indigenous music - Demonstrated experience engaging and working with a wide range of stakeholders in Indigenous communities - Excellent written and verbal communication skills - Excellent communication and presentation skills - Existing knowledge and experience within your local music scene - Ability to collaborate and work in a team environment - Ability to work remotely and independently, with a diligent work ethic - Proficient computer skills - Ability to work to timelines and deadlines - Ability to acquire a Working with Children check (Ochre Card) - Current Driver's License <p>Highly Desirable</p> <ul style="list-style-type: none"> - Experience with Google suite including G-Drive, Sheets and Docs - Experience with live-streaming events - Experience using audio equipment - Event coordination experience - Ability to host workshops - Prior project management experience within an arts or music context
Role Classification:	<p>Level 3 Project Coordinator -</p> <ul style="list-style-type: none"> - <i>Qualifications:</i> typically require a skill level which assumes and requires knowledge or training equivalent to: a degree with subsequent relevant experience, or extensive experience and specialist expertise or broad knowledge in technical, creative or administrative fields, or an equivalent combination of relevant experience and/or education/training - <i>Level of Supervision:</i> Direction is provided on the assignments to be undertaken, with the occupant determining the appropriate use of established methods, tasks and sequences. There is some scope to determine an approach in the absence of established procedures or detailed instructions, but guidance is readily available. Performance is checked by assignment completion. - <i>Task Level:</i> Perform work assignments guided by policy, precedent, professional standards and managerial or technical expertise. Staff





	<p>members would have the latitude to develop or redefine procedure and interpret policy so long as other work areas are not affected. In technical and administrative areas, have a depth or breadth of expertise developed through extensive relevant experience and application.</p> <ul style="list-style-type: none"> - <i>Judgement, independence and problem solving:</i> Discretion to innovate within own function and take responsibility for outcomes; design, develop and test systems and procedures; undertake planning involving resources use and develop proposals for resource allocation; analyse and report data and project outcomes. - <i>Organisational Knowledge</i> Perform tasks/assignments which require proficiency in the work area's existing rules, regulations, policies, procedures, systems, processes and techniques and how they interact with other related functions, and to adapt those procedures and techniques as required to achieve objectives without impacting on other areas.
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Applications:

To apply please submit:

- A cover letter addressing the selection criteria
- Your current CV.

Send to Operations Manager, jeremytaylor@musicnt.com.au

