



## Position Description – Indigenous Women’s Music Program Coordinator

<b>Role Title</b>	<b>IWMP Program Manager</b>
<b>Background</b>	<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>
<b>Role Purpose</b>	<p>This position is responsible for the coordination of MusicNT’s Indigenous Women’s Music Programs, including Sista Sounds and the Divas programs. The role is also responsible for the coordination and support of MusicNT projects and events as directed by Central Australia Manager.</p>
<b>Reports to</b>	Central Australia Manager
<b>Direct Reports</b>	Program and Event Staff and Mentors, Contractors and Volunteers
<b>Indirect Reports</b>	MusicNT Staff and Contractors / Marketing and Communications Officer, Finance Officer
<b>External Relationships</b>	Key Suppliers, Artists, Community and Industry Stakeholders, MusicNT Sponsors and Funders.
<b>Objectives</b>	<ul style="list-style-type: none"> <li>• To provide development programs and showcase opportunities designed to best address the significant gaps and barriers for Indigenous women in music across the NT.</li> <li>• Convene and support Reference or similar group &amp; with individuals with expert advice around Indigenous Women in Music to inform regional and remote music programs and industry planning for women</li> <li>• Link in and leverage from other programs and partnerships including those offered by both MusicNT (eg RAMP, BBP) and through partnerships with external providers</li> </ul>





	<ul style="list-style-type: none"> <li>● Assist in recruiting, coordination and support of remote music officers (Rangers) in specified communities across the NT</li> <li>● Collaborate with other relevant staff regarding remote music plans and ensuring women and girls in communities have appropriate projects, allocations &amp; support</li> <li>● Work with Aboriginal councils, regional councils, schools, communities and other organisations to increase development and performance opportunities for local female identifying Indigenous musicians</li> </ul>
<b>Hours</b>	<p>Up to a 0.8 FTE position (negotiable)</p> <p>This role will also require you to occasionally work during evenings and weekends. This will be part of your regular hours.</p>
<b>Start date</b>	<p>Jan 2023</p>
<b>Remuneration</b>	<p>\$65-75K, pro rata + superannuation  5 weeks paid annual leave  All work related travel and accommodation costs met by MusicNT</p>
<b>Place of Work</b>	<p>Your primary work base will be located in the Alice Springs MusicNT office. However, this role requires regular travel to designated remote locations in the NT and occasional visits to Darwin or interstate</p>
<b>Key tasks</b>	<ul style="list-style-type: none"> <li>- Event coordination including Divas workshops and showcases, remote workshops and concerts</li> <li>- Secretariat for Program Reference Group</li> <li>- Stakeholder engagement including program participants, community leaders, other organisations</li> <li>- Activity and statistics reporting</li> <li>- Mentor support &amp; organising professional development</li> <li>- Program promotions</li> <li>- Artist support for emerging or aspiring First Nations female musicians</li> <li>- Contribute to work with remote communities through other related MusicNT programs including working with specified communities to implement music plans, involving women and girls in development and performance opportunities, employing &amp; supervising Regional Music Rangers, and remote stakeholder engagement.</li> <li>- Build and share your knowledge of and advocacy for remote music opportunities for First Nation women and girls in remote locations to support MusicNT in providing the most appropriate programs or strategic approaches to address disadvantage</li> </ul>





<b>Selection criteria</b>	<b>Essential</b>
	<ul style="list-style-type: none"> <li>- Demonstrated knowledge of Indigenous music including existing knowledge and experience within your local music scene</li> <li>- Experience working in the Indigenous Arts and Culture sector (music, arts, theatre or other)</li> <li>- Demonstrated experience engaging and working with a wide range of stakeholders in Indigenous communities</li> <li>- Experience planning and coordinating events including workshops and concerts</li> <li>- Excellent written and verbal communication and presentation skills including the ability to host workshops</li> <li>- Ability to collaborate and work in a team environment</li> <li>- Ability to work remotely and independently, with a diligent work ethic</li> <li>- Proficient computer skills</li> <li>- Ability to work to timelines and deadlines</li> <li>- Ability to acquire an NT Working with Children Check (Ochre Card)</li> <li>- Current NT Driver’s License</li> </ul>
	<b>Highly Desirable</b>
	<ul style="list-style-type: none"> <li>- Prior project management experience within an arts or music context</li> <li>- Experience with Google suite including G-Drive, Sheets and Docs</li> <li>- Experience using audio equipment</li> </ul>
<b>Role classification</b>	<b>Level 3 Project Coordinator -</b>
	<ul style="list-style-type: none"> <li>- <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</li> <li>- <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</li> </ul>





detailed instructions, but guidance is readily available.  
Performance is checked by assignment completion.

- *Task Level* Perform work assignments guided by policy, precedent, professional standards and managerial or technical expertise. Staff 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.
- *Judgement, independence and problem solving:* 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.
- *Organisational Knowledge* 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.

**Applications:**

To apply, please submit:

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

Send to Operations Manager, [jeremytaylor@musicnt.com.au](mailto:jeremytaylor@musicnt.com.au)

