

Sustainability Services Coordinator – Music Industry

Position Summary

Green Music Australia is seeking a passionate Sustainability Services Coordinator to help drive environmental change across the Australian music industry.

This role sits at the intersection of sustainability, data, and cultural impact, supporting a wide cross-section of music businesses, with a particular focus on live venues and events. As a key contact for many of the organisations using our custom-built sustainability tool Amidesi, you'll work directly with venues, festivals, and other stakeholders to help them understand and improve their environmental performance.

The role combines environmental data analysis, supplier engagement, certification support, on-the-ground work at events, and delivery of training and resources. It is a hands-on, detail-focused role suited to someone who is curious, collaborative, and passionate about using data and relationships to drive real-world sustainability outcomes across music and the arts.

Reporting to: National Program Manager.

Key Responsibilities

Primary Functions – Sustainability Advice & Mentoring, Operational Delivery, Program Rollout

- Oversee Amidesi data management, ensuring accurate collection, quality control, analysis, and preparation of partner and program reports.
- Provide tailored guidance to venues, festivals, and partners to lift environmental performance (targets, KPIs, emissions tracking, best-practice actions) and build capability through check-ins, workshops, and certification support.
- Coordinate suppliers and site-specific initiatives (waste, energy, water, contractor interfaces) and deliver practical on-the-ground support at events, including coordination of sustainability staff/volunteers where required.
- Manage and maintain Amidesi, including updates, testing, and troubleshooting; document and refine SOPs (standard operating procedures); identify opportunities to streamline processes and improve operational efficiency.

Secondary Functions – Systems & Process Improvement, Business Development & Partnerships, Organisational Contribution

- Maintain and improve core resources (e.g. Green Venue Guide, certification materials, templates) and support launches or updates to programs and sector collaborations.
- Support the growth and stewardship of services and partnerships (e.g. monitoring contract deliverables, preparing inputs for proposals, and maintaining clear scopes and timelines).

- Track and share insights on engagement, FAQs, and data trends to inform future improvements; undertake other duties as directed by the National Program Manager and CEO, particularly during event periods when the team scales up.

Role Rhythm

Day to day, the role balances direct partner support with data quality and coordination tasks. Each week typically includes reporting or training support and check-ins on active contracts. Periodically, you may be on-site at events, contribute to program launches, or support sector-wide projects.

Essential Skills & Experience

- Experience supporting environmental or sustainability action in organisations, communities, or events.
- Training or qualification in environmental science, sustainability, or a related field.
- Comfortable analysing both quantitative and qualitative environmental data.
- Personable and confident in outward-facing roles, including liaising with partners and stakeholders.
- Strong organisational and coordination skills, with attention to detail and the ability to juggle multiple projects.
- Problem-solving mindset, eager to troubleshoot and improve user experience and internal processes.
- Excellent written and verbal communication skills, with the ability to explain complex ideas in plain English.
- Confident using spreadsheets (e.g. Excel or Google Sheets) for analysis and tracking.
- Enthusiastic about the role of music and culture in driving climate action.

Desirable (Not Essential)

- Experience calculating or reporting on carbon emissions
- Knowledge of sustainability issues in areas such as energy, waste, procurement, travel, or water.
- Experience presenting information to others (e.g. training, public speaking, facilitation).
- Experience preparing written content such as reports, case studies, or resources for a non-technical audience.
- Experience in the music, events, or creative industries.

Additional Information

The role requires interstate travel and flexibility in working hours, including occasional availability outside standard office hours, eg, attending events to support sustainability initiatives, running after-hours training sessions, or engaging with industry stakeholders at evening functions.

The role is based in Naarm / Melbourne (Wurundjeri) or Warrang / Sydney (Gadigal), due to current project commitments and the need to engage regularly with local partners and stakeholders.

Work will be a mix of remote working, time in shared office spaces with other Green Music Australia staff, and on-the-ground engagement at events, festivals, and partner sites.

It is expected that the successful candidate will hold a current driver's licence and personal vehicle, and have access to their own computer and mobile phone. A modest allowance is provided to support ongoing IT and communications expenses.