



# Position description

## Education and Events Officer

Australian Music Therapy Association  
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# About the Australian Music Therapy Association (AMTA)

Founded in 1975, the Australian Music Therapy Association (AMTA) is the government-recognised professional body and registration board for the music therapy profession in Australia. We manage the registration and regulatory obligations of registered music therapists (RMTs). AMTA supports members through the provision of education, professional development and networking opportunities.

AMTA's mission is to enable, advance and advocate for excellence in music therapy on behalf of its members and the community.

Music therapy is an allied health profession that uses evidence-based approaches, methods and techniques to actively support people to improve their health, functioning and wellbeing. Music therapy is the intentional use of music by a university-qualified RMT who is registered with AMTA. AMTA supports more than 950 RMTs to provide evidence-based and safe music therapy services to people across Australia.

RMTs draw on an extensive body of research and are bound by the Code of Professional Conduct for Music Therapists that informs their practice. They are employed across a variety of health, community, aged care, mental health, disability, justice health, early childhood and education settings.

## About the team

AMTA has a small, collaborative and highly motivated team dedicated to advancing the music therapy profession and providing professional and effective member services, regulation and advocacy. AMTA has a highly engaged membership supported by a board, chief executive officer (CEO), secretariat and management team, including advocacy, policy, communications and professional standards liaison officers. Volunteer sector advisors, national committees and state branches also support AMTA to achieve its mission.

## About the role

The Education and Events Officer is responsible for the development, coordination and delivery of a national calendar of professional development, education and training events for AMTA. The role ensures professional development events are aligned with accreditation standards and support the professional growth, competency and ongoing learning needs of RMTs.

It would be an advantage to understand the professional development and education needs of allied health professionals, as well as the broader education, aged care and disability sectors.

- Liaise, work closely with and support the CEO and the education and professional development, CPD and events committees.
- Co-ordinate and support delivery of a range of education and professional development events, such as AMTA National Conference, webinars, and other education and training activities.
- Lead the development and implementation of a professional supervision program.

Position description: Board April 2026  
Due for review: May 2027

The Education and Events Officer will remain abreast of the education and professional needs of RMTs, having regard to the external environment, including government policy and reform. Further, in collaboration with the CEO, you will identify where music therapy can offer professional development services to other disciplines, sectors and jurisdictions.

## Why join us

At AMTA, you'll be part of a small, collaborative team where your contribution is visible and valued. We work closely together, respect each other's expertise and celebrate the wins that matter for our members and the communities they serve.

This contract offers the chance to lead the Education and Events portfolio that will add value to AMTA member services and support RMTs to remain contemporary in their practice. Supported by the CEO, board and the relevant committees, you'll have scope to put your own mark on the organisation whilst providing a direct member benefit.

We understand the importance of flexibility and balance, offering remote work-from-home arrangements to help you manage professional and personal commitments.

## Responsibilities and duties

### 1. Education, professional development and training plan

- Develop and implement a national education, professional development and training calendar that reflects the current and emerging needs of RMTs.
- Maintain a strong understanding of the education, professional development and training requirements across the membership base.
- Ensure all education, professional development and training initiatives align with relevant accreditation standards, including National Alliance of Self Regulating Health Professions (NASRHP) requirements.

### 2. Program development and delivery

- Design, coordinate and evaluate a comprehensive national education, professional development and training program, including workshops, webinars, short courses and other learning opportunities.
- Oversee the development and implementation of a professional supervision program/course for RMTs to access and become accredited.
- Lead the planning and delivery of AMTA's annual national conference, ensuring high-quality, relevant and engaging content in collaboration with the Events and Professional Development Committee and Conference Convenor.
- Monitor and evaluate program effectiveness and implement continuous improvement strategies.

### 3. Stakeholder engagement and collaboration

- Work closely with the CEO to align education initiatives with organisational strategy and priorities.
- Collaborate with advisory committees to identify education priorities and ensure content quality and relevance.
- Engage with State Branches to support the delivery of local education initiatives and ensure national consistency.
- Build relationships with external educators, presenters and partner organisations as appropriate.

## 4. Accreditation and compliance

- Ensure all education and professional development activities meet accreditation requirements and professional standards.
- Maintain up-to-date knowledge of NASRHP accreditation standards and integrate these into program design and delivery.
- Support documentation and reporting requirements related to CPD and accreditation.

## 5. Event coordination

- Coordinate a national calendar of events that provides clear member value and supports professional development pathways.
- Have oversight of the logistics, promotion and delivery of events, including digital and in-person formats.
- Ensure accessibility, diversity and inclusivity across all education offerings.

## 6. Member engagement and value

- Enhance member engagement through relevant, high-quality education offerings.
- Seek feedback from members to inform continuous improvement of education programs.
- In collaboration with the Communications Officer, promote education initiatives to maximise participation and member benefit.

# Key selection criteria

## Essential

### 1. Experience and qualifications

- Tertiary qualification in the relevant discipline.
- Demonstrated experience co-ordinating designing, delivering and evaluating continuing education, training and professional development programs for adult learners.
- Strong understanding of adult learning principles and contemporary education delivery methods (for example, hybrid and online learning).

### 2. Professional standards and accreditation

- Experience working with professional standards, competency frameworks or accreditation requirements.
- Proven ability to align education programs with regulatory or accreditation frameworks (for example, NASRHP or similar bodies).

### 3. Sector knowledge

- Understanding of the professional practice environment of allied health practitioners, ideally including music therapy, is desirable but not essential.
- Awareness of the ongoing learning and compliance needs of registered professionals.

### 4. Program and event management

- Experience coordinating national or multi-site education programs and events, including conferences, workshops or webinar series.
- Strong project management skills, including planning, scheduling, budgeting and evaluation.

## 5. Stakeholder engagement

- Demonstrated ability to work collaboratively with committees, subject matter experts and professional members.
- Experience engaging diverse stakeholders to identify learning needs and co-design education initiatives.

## 6. Communication and coordination

- High-level written and verbal communication skills, including the ability to develop educational materials, reports and promotional content.
- Strong organisational skills with the ability to manage multiple priorities and deadlines.

## Desirable

- Experience working within a professional association or membership-based organisation.
- Familiarity with music therapy as a profession.
- Experience coordinating national conferences or large-scale events.

## Relationships

- CEO
- Communications Officer
- Advisory committees
- State Branch representatives
- External educators and presenters
- AMTA members and RMTs
- External stakeholders

## Related documents

[AMTA's organisational chart](#)

## How to apply

**Contractual agreement:** 15 hours per week. Flexible hours, preference Tuesday and Wednesday. 12-month contract, with extension considered based on funding. You must an ABN.

**Location:** Remote with infrequent national travel as required (for example, approx. 2-3 times annually)

**Remuneration:** \$55 per hour, including GST

**Equipment:** Use your own laptop, phone and internet connection

**Travel:** Travel and accommodation expenses for meetings and events covered

**Reporting:** Annual review with AMTA CEO

## **Application process**

**To apply, please submit:**

1. A cover letter addressing the key selection criteria
2. A current CV
3. Contact details for 2 professional referees

**Applications close:** Midnight on 6 July 2026

**Enquiries:** Confidential enquiries can be made to [ceo@austrmta.org.au](mailto:ceo@austrmta.org.au) using the subject line: Education Officer and Events Officer: contract role