

Role Title	Chief Executive Officer - QMusic
Background	<p>QMusic is Queensland's music industry development association, and is focused on promoting the artistic value, cultural worth and commercial potential of contemporary popular music.</p> <p>Its signature event, BIGSOUND, now in its 17th year of operation, is Australia's premier music industry conference and artist showcase. BIGSOUND is a partnership between QMusic and an extremely diverse range of national stakeholders from the government, corporate, community and music industry sectors.</p> <p>QMusic delivers a range of other events and programs throughout the year, including the Queensland Music Awards, Little BIGSOUND, and our state-wide industry development program, Industry Connect. We also manage the Grant McLennan Fellowship and the Billy Thorpe Scholarship on behalf of Arts Queensland.</p> <p>QMusic is a rapidly-growing, outward-looking organisation always looking for new ways to work in partnership with others to achieve mutually beneficial outcomes. We pride ourselves on cultivating an inclusive, positive, hard-working and open-minded team culture.</p>
role purpose	<ul style="list-style-type: none"> • Drive the creative and strategic development of the QMusic family of brands, events and services • Monitor performance of the organisation against the strategic plan, and develop the plan where appropriate, with the input of the Management Committee, staff and relevant external stakeholders • Act as a spokesperson for the organisation, in consultation with the Management Committee • Maintain and develop key organisational relationships
reports to	<ul style="list-style-type: none"> • President and Management Committee Members
direct reports	<ul style="list-style-type: none"> • QMusic General Manager, Business Development Manager, Marketing Manager, Program Manager, BIGSOUND Executive Programmer, BIGSOUND Festival Producer
indirect reports	<ul style="list-style-type: none"> • Event Coordinators and Producers • Program Contractors and volunteers
external relationships	<ul style="list-style-type: none"> • Funding bodies • Corporate sponsors • Philanthropic donors • Other industry stakeholders • Community and interest groups
Salary	<ul style="list-style-type: none"> • By Negotiation with Management Committee

Key Results Areas

KRA	Key Tasks
1. Direction and Strategy	<ul style="list-style-type: none"> • In conjunction with the QMusic Management Committee, develop the organisation's business plan including vision, mission and goals • Take the operational lead on establishing and implementing strategic objectives and key performance indicators (KPIs) • Monitor and evaluate operational activities of the organisation as reported by the QMusic General Manager, and ensure KPIs are achieved. • In consultation with the QMusic Management Committee and staff, develop the business case for the creation of new income streams and/or business entities
2. Programming and Program Management	<ul style="list-style-type: none"> • Oversee the creative development and delivery of QMusic's program of events and services, in conjunction with relevant staff members & contractors and the Management Committee. The primary focus of this dimension of the CEO role is as BIGSOUND Executive Producer, assuming final responsibility for the total design and outcome of the event experience, which includes but also transcends programming • Report to the management committee on the evaluation and strategic development of those programs and services • Liaise with, advise and support artists, contractors and others involved in each of QMusic's other key project work.
3. Marketing, Publicity & Public Relations	<ul style="list-style-type: none"> • Represent QMusic and its signature events, BIGSOUND and QMAs, and key projects to media, other music industry organisations and major stakeholders. • Work with the Marketing and Communications staff on the development and implementation of QMusic's corporate image, marketing and publicity strategies. • Develop close relationships with government advisors and MPs in relevant portfolios • In conjunction with the management committee, develop advocacy strategy • Act as a spokesperson for the organisation and industry at events both nationally and internationally, and in all forms of media
4. Fundraising, Sponsorship and Income Generation	<ul style="list-style-type: none"> • Play an active role in fundraising and sponsor development, leading strategy in conjunction with the relevant subcommittees • Negotiate directly with corporate sponsors, or support the Business Development Manager to do so • Author funding applications for government • Meet directly with potential sponsors and donors • Write and provide input to reports and acquittals related to fundraising and grants

KRA	Key Tasks
5. Project Management and Board Reporting	<ul style="list-style-type: none"> • Prepare the budgets for the organisation including signature events and key projects (including staffing and budget details) for ratification by the QMusic Management Committee • With the involvement of appropriate staff, prepare project plans for signature events and key projects • Present written progress reports on key events and projects, identifying key issues, successes and challenges, to the QMusic Management Committee • Develop strong working relationship with the Management Committee and provide a totally transparent level of detail on organisational performance and risk
6. Team Management	<ul style="list-style-type: none"> • Delegate responsibilities to, and monitor the performance of direct reports • Establish performance plans with direct reports, and regularly review their progress towards their plans • Support direct reports on the achievement of the objectives of their roles, including identifying appropriate professional development opportunities for each individual • Develop strong working relations with signature event coordinators
7. Aboriginal and Torres Strait Islander community engagement	<ul style="list-style-type: none"> • Work closely with First Nations committee members and advisors to establish strong relations with Queensland's Aboriginal and Torres Strait Islander community • In conjunction with the management committee, establish a Reconciliation Action Plan advisory group • Develop and implement Reconciliation Action Plan actions in conjunction with the advisory group and community members

Person Specification

Qualifications:

- Ideally, higher degree in digital media, business management or music

Experience:

- Events strategy and management experience for complex, large scale events for diverse audiences/stakeholders.
- Management, planning and facilitation in the music, arts or related industry;
- Experience in the music industry, particularly the broader Australian music industry, is highly regarded.
- Extensive experience in raising funds from multiple sources
- Experience leading the development of a brand or family of brands

Skills & Knowledge:

- Ability to strategically develop events and brands

- Knowledge of and/or experience in philanthropic fundraising, corporate sponsorship and government funding
- Established networks, or the ability to establish networks in the Queensland business and government sectors;
- Established networks, or the ability to establish networks in the music industry;
- Strong financial acumen, or capacity to develop from a good starting base
- Deep understanding of current trends in festival and conference experience design
- Highly developed interpersonal, oral and written communication skills;
- Ability to manage and mentor a team
- Understanding of organisational development processes and good governance

Personal qualities:

- Open-minded and creative
- Strategic and entrepreneurial
- Empathetic and inclusive
- Curious/life-long learner
- Technologically and aesthetically astute