

POSITION DESCRIPTION

Position Title:	Office Manager
Reports to:	QMusic Chief Executive Officer and Director of Finance and Operations
Term:	Part time, 4 days per week (30 hours). Flexible for the right candidate.
Location:	3/374 Brunswick Street, Fortitude Valley

QMusic seeks an enthusiastic Office Manager to join our team as we support the growth of a thriving live and recorded music industry in Queensland. You will be responsible for the smooth running of the QMusic office and core projects.

About QMusic

QMusic is Queensland's music industry development association dedicated to fostering and promoting the artistic, cultural and commercial value of Queensland's contemporary popular music sector.

QMusic is charged to build the capacity of the Queensland contemporary music industry and champion leaders through an extensive development program, initiatives and major events to forge sustainable and successful careers.

The organisation works closely with a variety of stakeholders including all tiers of government, artists, industry professionals, venues, corporates, media and the general public to ensure a successful music industry in Queensland that is a valuable contributor to the cultural fabric of Australia.

QMusic is internationally known and respected for its signature event BIGSOUND which is supported by the Queensland and Australian Governments. BIGSOUND is the largest new music and conference event in the Southern Hemisphere where new music and ideas are discovered, and global connections are made. QMusic also stages the annual Queensland Music Awards held in Brisbane. The QMAs are well regarded on the national music agenda and can catapult local talent to a global stage.

QMusic delivers a range of other events and programs throughout the year including its state-wide industry development program, QMusic Connect. QMusic manages the Grant McLennan Fellowship, the Billy Thorpe Scholarship and the Carol Lloyd Award and the Levi's Music Prize as part of BIGSOUND.

QMusic prides itself on cultivating an inclusive, positive and open-minded team culture.

POSITION PURPOSE

Includes, but is not limited to:

- Ensuring the smooth running of the QMusic office as well as providing a high level of support to the busy team and across the core business of the organisation.

KEY RESPONSIBILITIES

Include, but not limited to:

Core

- Support the CEO, management committee, staff and contractors.
- Review, and improve administrative systems, policies, and procedures.
- Ensure smooth running of the office, office supplies and equipment.
- Answer phones, deal with general enquiries, postage, membership letters, suppliers etc.

- Oversee special projects and tracking progress towards company goals.
- Organise monthly committee meetings with the Secretary of the management committee, staff workshops and QMusic's Annual General Meeting.
- Manage interns and volunteers as required.
- Maintain relationships with stakeholders including partners and funding bodies.
- Provide support to the CEO and Programming team in the lead up to the delivery of event/s.

Selection Criteria

At least 3 years' experience in a similar role.

- Highly developed interpersonal, oral and written communication skills.
- Proficiency with computer programs, especially MS Office 365 including Microsoft Teams. Proficiency in Xero desirable.
- Diary Management
- Proficiency with social media platforms including Facebook, Twitter, LinkedIn, Instagram, and YouTube.
- IT systems knowledge (CRM/CMS)
- Experience with project management and ability to plan for and keep track of multiple projects and deadlines.
- The ability to work to strict and competing deadlines.
- Ability to multitask, problem solve and think laterally
 - Attention to detail
 - Excellent people skills
 - Excellent telephone manner
 - Demonstrate resilience and have the ability to work under pressure
 - Ability to take instruction well and work autonomously
- Exceptional leadership and time, task, and resource management skills.
- An interest in, and passion for, the contemporary music/arts industry.

Additional Information

- Flexible work hours required for evening events.

APPLICATIONS

Please send:

1. a covering letter demonstrating your suitability for the role
1. a current CV including three references

Email your application to: careers@qmusic.com.au by **COB Friday 6 May 2022**.

Enquiries: Please contact the QMusic office on (07) 3257 0013 or info@qmusic.com.au

