



## POSITION DESCRIPTION

<b>Position:</b>	<b>First Nations Project Officer</b>
<b>Department:</b>	<b>QMusic Operations &amp; Projects Department</b>
<b>Reports to:</b>	<b>Director of Operations &amp; Projects</b>
<b>Direct reports:</b>	Project/Event Staff, volunteers
<b>Location:</b>	374 Brunswick Street, Fortitude Valley, QLD 4006
<b>Employment Basis:</b>	Part time: FTE 0.4 (with potential to scale up hours around peak project delivery periods)
<b>Term:</b>	12 months fixed-term, with the potential for extension.
<b>Salary:</b>	\$80,000 per annum, pro rata (plus Superannuation)
<b>Start Date:</b>	ASAP

## ABOUT QMUSIC

**QMusic is the peak body for Queensland's music sector, the state-wide representative voice for Queensland's musicians, music workers, live music venues, and fans.**

We resource and empower the businesses big and small who will create the soundtrack of Queensland's future. From Cairns to Coolangatta, and Mackay to Mount Isa, we create artistic, social, and economic outcomes for a successful contemporary music industry, with programs that include Australia's largest music industry event, BIGSOUND; the Queensland Music Awards; Valley Fiesta; and industry development programs, scholarships, and awards that assist music businesses across our state.

Our goals and strategies are underpinned by the following key principles, that define the character of QMusic and the way our organisation operates:

- **GENUINE:** we are open, honest, and transparent, and we will always be accountable to the industry for our work.
- **INCLUSIVE:** we are deliberately inclusive, fair, and equitable, and expect the same from our partners and stakeholders.
- **INDUSTRY FOCUSED:** we are connected to, and representative of the industry and we put their needs and priorities at the centre of what we do.
- **INFORMED:** we seek to listen and learn, and we make our decisions based on ground
- **BOLD:** we are ambitious and actively seek out ways to be fresh and original. We position ourselves within a contemporary mindset, valuing creativity and innovation.

## POSITION SUMMARY

The **First Nations Project Officer** works as an integral part of the QMusic Operations & Projects department, collaborating with the Programs Manager and liaising with a framework of First Nations advisors to coordinate and deliver First Nations music projects, events, and initiatives across Queensland. This role combines strong project management and event planning skills with authentic community engagement, ensuring First Nations voices, culture, and perspectives are embedded meaningfully across QMusic's work. This includes supporting First Nations artist participation in BIGSOUND, the Queensland Music Awards, and other QMusic programs.

Working closely with the CEO, First Nations board sub-committees, Traditional Owner cultural consultants, and key advisory groups, this role balances project delivery with community consultation and relationship-building, to contribute to long-term sustainable outcomes for First Nations artists, businesses, and communities. The role



supports QMusic to build relationships with First Nations communities, organisations, and cultural leaders across Queensland, and facilitates dialogue between communities and the music industry.

This collaborative and consultative approach helps ensure that QMusic's work genuinely serves and supports First Nations communities and artists, contributing to authentic and sustainable outcomes for Queensland's First Nations music sector.

### **Genuine Occupational Requirement**

It is a genuine occupational requirement under the Anti-Discrimination Act 1991 (Qld) that this position be filled by an Aboriginal and/or Torres Strait Islander person, as the role requires lived experience and cultural knowledge that enables authentic community engagement and culturally appropriate program delivery.

## **KEY ACCOUNTABILITIES**

### **PROJECT MANAGEMENT & EVENT DELIVERY:**

Coordinate the planning, delivery, and evaluation of initiatives and projects that support sector development for First Nations musicians, including:

- Manage delegated projects, including scheduling, contracting, budget management, supplier management, and on-ground event support
- Contributing to the creative development of programs and initiatives that support First Nations music industry engagement and development, including identifying opportunities and partnerships
- Oversee BIGSOUND's First Nations programming and activations, in consultation with industry advisors
- Assess project engagement and impact, and develop strategies for improving outcomes for First Nations artists and industry through QMusic events and initiatives
- Participate in project evaluation, reporting, and documentation for funding bodies, stakeholders, or the QMusic board

### **COMMUNITY CONSULTATION AND STRATEGIC INPUT:**

Lead culturally informed consultation with advisors and industry stakeholders, and provide strategic input into organisational frameworks for cultural protocols, including:

- Work with and support the coordination of QMusic's advisory groups and consultants, ensuring clear communication of advisor recommendations, and supporting ongoing First Nations input into QMusic's project delivery
- Lead comprehensive consultation processes with First Nations artists, workers, and communities to inform program design and delivery
- With support from First Nations consultants and advisors, provide cultural competency guidance across QMusic's events and programs, supporting culturally safe and respectful project delivery
- Contribute to strategic planning, cross-team collaboration, and organisational reporting to ensure QMusic delivers against its cultural and operational commitments

### **INDUSTRY ENGAGEMENT & DEVELOPMENT**

Build and maintain strong relationships across Queensland's First Nations music sector, representing QMusic externally, and facilitating pathways that support career development, visibility, and long-term industry participation, including:

- Establish and build relationships with First Nations musicians, music industry workers, and music businesses across Queensland, to maximise engagement opportunities
- Represent QMusic at key industry and community events to expand and strengthen industry networks

- Collaborate with the Programs Manager and provide artist liaison and support services that ensure successful participation and positive experiences for First Nations artists in QMusic projects, including BIGSOUND and Queensland Music Awards
- Administrate and liaise with applicants and recipients of the Dennis 'Mop' Conlon Scholarship

## GENERAL DUTIES

- Attend QMusic events, functions and workshops, to support event delivery or to represent QMusic, some of which will take place outside standard business hours.
- Utilise QMusic's organisation-wide systems in accordance with policies and procedures provided.
- Play an active role in effectively implementing workplace health and safety protocols.
- Participate in post-event evaluation and reporting, including documentation of lessons learned and areas for improvement.
- Contribute to a positive, collaborative, safe, and inclusive work environment, including abiding by QMusic's [Collective Responsibility](#).
- Undertake any other duties as reasonably requested by the Director of Operations & Projects.

## KEY RELATIONSHIPS

**Internal:** Director of Operations & Projects, Programs Manager, Regional Music Officer, project staff, QMusic staff, contractors, and volunteers.

**External:** QMusic board, advisory groups, and consultants, First Nations artists, communities, cultural leaders, industry partners, and funding bodies.

## POLICIES AND WORKPLACE PRACTICES

All QMusic employees are required to acquaint themselves with the organisation's policies and procedures and to abide by them at all times. It is expected employees will be respectful towards the organisation, colleagues, clients and public, act collaboratively with all colleagues and act in safe and responsible manner at all times.

Flexible work hours will be required for occasional weekend and evening events.

## SELECTION CRITERIA

### ESSENTIAL:

- Demonstrated experience in coordinating projects, programs, or events, including planning, scheduling, stakeholder liaison, and on-ground delivery, ideally within community, cultural, or creative contexts.
- Strong connection to and understanding of First Nations communities, cultural protocols, and contemporary social, cultural, and economic issues affecting First Nations people, enabling culturally safe and respectful engagement.
- Proven ability to undertake meaningful community consultation, including listening to, engaging with, and responding to feedback from First Nations artists, communities, advisors, and organisations.
- Well-developed communication skills, with the ability to build and maintain positive relationships and liaise effectively with a diverse range of stakeholders across different cultural and professional contexts.



- Ability to work collaboratively within a team environment, while also working independently and exercising sound judgement in day-to-day decision-making.
- Strong administrative and organisational skills, to support effective project delivery.

#### **DESIRABLE CRITERIA**

- Established local and/or national First Nations community and industry networks.
- Experience delivering projects or events within the arts, music, creative industries, or cultural sector.
- Knowledge of funding, grants, and acquittal processes, and experience contributing to project evaluation and reporting to government stakeholders.
- Experience working with government agencies, funded organisations, or community-controlled organisations.
- Familiarity with workplace health and safety and risk considerations relevant to events and public programs.

#### **APPLICATIONS**

Please send:

- a cover letter demonstrating your suitability for successfully performing the requirements of the role
- a current CV including two employer references

Submit your application via the [QMusic Job Applications](#) form by **11:59 PM AEST SUNDAY 18 JANUARY**

Enquiries: Please contact the QMusic office on (07) 3257 0013 or [careers@qmusic.com.au](mailto:careers@qmusic.com.au)