



POSITION DESCRIPTION

Position:	Regional Arts Advisor (Music)
Department:	QMusic Operations & Projects Department
Reports to:	Programs Manager
Direct reports:	Event staff or volunteers where applicable
Employment Basis:	Full time: FTE 1.0
Term:	24 month fixed-term (project contract)
Location:	Flexible/Remote-work, Regional Queensland
Salary:	\$80,000 per annum, pro-rata (plus Superannuation)
Start Date:	By Monday 5 February 2026

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; 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

QMusic has been appointed as a Service Provider as part of the Regional Arts Services Network (RASN) – a Queensland Government initiative, delivered through Arts Queensland. As part of this network, QMusic will employ a Regional Arts Advisor (Music), to provide support and advice for regional artists and arts workers in Queensland's music industry, to achieve sector growth and development goals and build capacity.

The Regional Arts Advisor (Music) directly supports the delivery of RASN services by providing specialist music industry knowledge and experience, and by working collaboratively with the QMusic team and other RASN service providers to deliver high-quality, consistent, and client-focused support. The role provides both in-person and virtual services, delivered locally and statewide through online systems.

The role also represents and promotes the RASN network across Queensland, requiring intrastate travel to deliver and participate in industry development activities. Using strong industry knowledge and client-focused service

skills, the role supports capacity building within Queensland's regional music communities through mentoring, workshops, meetings, and industry networking activities. The role will include some involvement in QMusic's broader industry development initiatives, as aligned with RASN goals, including regional engagement with BIGSOUND.

KEY ACCOUNTABILITIES

Deliver high-quality support and advice, in-person and virtually, to Queensland artists, arts workers, and arts organisations through the Regional Arts Services Network (RASN) that builds capacity, supports career development, and strengthens professional practice in the music sector, including:

- Providing client-focused support and advice on business and career development planning, arts marketing and audience development, goal setting, and grant writing
- Providing mentoring and tailored one-on-one support to artists and arts workers
- Delivering industry workshops, presentations, and networking activities locally and statewide, as part of RASN's services and in line with QMusic's Industry Connect vision, including managing budgeting, scheduling, logistics, and delivery for delegated events
- Developing and presenting content as part of Arts Queensland's annual regional arts conference and other relevant statewide forums
- Connecting with representatives at Local Government Authorities across regional Queensland, and collaborating with artists, organisations, and community groups to ensure meaningful, place-based engagement
- Identifying partnership opportunities to support the delivery of program outcomes where suitable
- Travelling where required to deliver events or participate in activities as a representative of the RASN network or QMusic
- Supporting regional industry engagement and professional development activities at BIGSOUND

Develop and share industry knowledge, resources, and insights, to support the professional development of RASN clients, and wider sector development in Queensland's music industry, including:

- Maintaining a strong working knowledge of Queensland's music sector including current trends and opportunities
- Leveraging and expanding QMusic's organisational knowledge and networks to support RASN clients and identify opportunities to support capacity building in Queensland's regional music industry
- Developing, maintaining, and updating resources and templates that support industry clients and reflect current best practice
- Producing case studies, regional profiles, and sector insights for publication, reporting, and promotion of Queensland's regional music and arts sector
- Monitoring and reporting on regional music-sector needs and priorities to inform program development, advocacy, and continuous improvement
- Contributing to a QMusic directory of industry support services and information to facilitate effective provision of advice, and identify and facilitate referrals and connections between artists and industry stakeholders

Collaborate across the Regional Arts Services Network to strengthen statewide service delivery, promote access to RASN services, and contribute to program evaluation and continuous improvement, including:

- Facilitating and maintaining network meetings with groups of aligned creatives to provide support, advice and resources (e.g. regional festivals, local arts councils, artform aligned creatives, volunteer organisations)
- Engaging collaboratively in RASN meetings and workshops with Arts Queensland and other RASN Providers and their Regional Arts Advisors

- Actively promoting RASN services through industry events and networks to drive referrals and connections
- Undertaking service delivery reporting and evaluation demonstrating achievement against agreed KPIs
- Participating in promotional and market development activities that support the ambitions of the RASN program
- Representing the Regional Arts Services Network and QMusic at industry events and forums
- Contributing to post-program evaluation and continuous improvement processes, including documenting learnings and identifying opportunities for enhancement

GENERAL DUTIES

- Attend QMusic or RASN 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, along with digital systems as required by Arts Queensland for RASN service delivery.
- Play an active role in effectively implementing workplace health and safety protocols.
- Participate in reporting and evaluation and contribute to a culture of continuous 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 Programs Manager or the Director of Operations and Projects.

KEY RELATIONSHIPS

Internal: Programs Manager, Director of Operations and Projects, First Nations Project Officer, QMusic internal team, and BIGSOUND project staff

External: Arts Queensland, RASN Service Providers and Regional Arts Advisors, regional artists and arts workers, arts organisations, regional festivals, local arts councils, volunteer organisations, industry stakeholders, venues, and contractors

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 within the arts sector, including a strong knowledge of the music industry
- Experience in arts development and sector capacity building
- Knowledge and understanding of arts business models and philanthropic opportunities
- Demonstrated client focused approach to service and an ability to build rapport and trust with stakeholders.
- Understanding of NFP governance requirements.
- Experience in public speaking and delivery of presentations and workshops.



- Ability to identify and facilitate referrals and connections between industry stakeholders.
- Demonstrated ability to support a broad range of stakeholders, ensuring respectful, inclusive engagement across all cultures.

DESIRABLE:

- Experience working specifically in the music industry, festivals, events, or wider creative sector
- Experience in community development and working in an inclusive, culturally-safe manner with First Nations artists, communities, and companies
- Grant writing experience and knowledge of funding opportunities for artists
- Experience in mentoring and coaching within creative industries
- Strong understanding of regional Queensland arts communities and challenges
- Strong understanding of Conflict of Interest management for Not for Profit organisations

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 11 JANUARY**

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