



JOB DESCRIPTION

Job Title: SA State Coordinator (parental leave cover)

Reports to: SA State Manager

Location of Job: Adelaide on Kurna Land

Appointment type: 12 month contract; part-time (this role can be offered at either 0.6 (22.6 hours) or 0.8 FTE (30 hours per week). Hybrid position.

Our Vision

A music-rich future for all Australians.

Our Purpose

To connect all Australians to something bigger than themselves: to powerful music which awakens the spirit.

Our Mission

With chamber music at our artistic core, Musica Viva Australia creates memorable musical experiences for audiences at every stage of life and for musicians at every stage of development through Concerts, Education programs and Emerging Artist programs.

Purpose of Position

To advance the aims of Musica Viva Australia (MVA) by coordinating operational, marketing, stakeholder relationship and administration activities under the direction of the SA State Manager.

Reporting and Working Relationships

The position reports to the SA State Manager. The position is expected to develop and sustain working relationships with internal and external stakeholders in the delivery of Musica Viva Australia programs in South Australia, with a focus on collaboration and customer service. The role works closely with the SA Administration Coordinator, as well as with colleagues around the country. The position may occasionally be required to supervise casual staff, interns and volunteers.



Responsibilities:

Sales, marketing, and development

- Assist the SA State Manager and national colleagues with the design and implementation of an annual state-based marketing strategy for all MVA programs and activities in South Australia
- Maintain and develop productive relations with a wide range of Musica Viva Australia stakeholders, in particular schools and teachers related to Musica Viva in Schools (MVAIS).
- Assist the SA State Manager in coordinating the distribution of school subsidies for MVAIS.
- Support business development of the SA office as directed by the State Manager, including growing education stakeholder engagement and scoping new projects
- Supporting fundraising relationships of the South Australian office including assisting with collating good news stories and other data for reporting purposes.
- Assist activating crossover opportunities between MVA programs and activities in SA.
- In conjunction with state and national colleagues, coordinate and deliver state-based MVAIS telemarketing activity.
- Attend industry events and meetings as required.

Operations

- Assist with all aspects of concert operations as required, including coordinating artist travel in Adelaide, front or back of house tasks, venue facility and production requirements, delivery of masterclasses, teacher PD, post-concert suppers and other ad hoc events as directed by the SA State Manager
- Assist with the planning, implementation, and evaluation of special projects in South Australia as directed by the SA State Manager
- Assist National Office colleagues in maintaining effective working relationships with South Australian based MVA musicians.

Administration and Finances

- In collaboration with the State Administration Coordinator and national colleagues, adhere to and assist with financial administration processes and systems relevant to MVA's work in South Australia including timely submission of MVAIS feedback and invoicing data, monitoring accounts receivable and debt collection as necessary.
- Implementing efficient delivery of all administrative aspects of the MVAIS program in South Australia, from booking to post-concert evaluation.
- Maintain data integrity in the Tessitura CRM.
- Manage calendar to assist with planning of activities including MVAIS tours, Professional Development sessions, concerts, and events.
- Provide training and supervision for the State Administration Coordinator as required.



Organisational Responsibilities

- Maintain healthy work relationships with volunteers and other staff members.
- Attend industry events and meetings as required.
- Contribute to regular and ongoing quality improvement and funder-required accreditation activities.
- Participate in professional and performance development activities and remain up-to-date on current knowledge and skills related to the position.
- Take reasonable care for your own health and safety and for the health and safety of anyone else who may be affected by your acts or omissions at the workplace.
- Hold a valid Working with Children Check. MVA will cover the cost of obtaining or renewing the check.
- Maintain the highest ethical standards, confidentiality and cultural awareness when dealing with others.
- Adhere to workplace policies, procedures, and systems, as amended from time to time, in particular those that address workplace health and safety, anti-discrimination, bullying and harassment and privacy.
- Contribute to the overall well-being of the organisation and avoid participation in any activity that might be harmful to the good operation, health, or reputation of the organization.
- In addition to the duties outlined above, the position holder is also required to perform such other duties as may be directed, provided these are within their competency or training, from time to time.

Knowledge, Skills, Qualifications & Abilities

- Proven interpersonal skills with strong experience in customer service, sales and driving stakeholder engagement.
- Proven ability to work, in person and remotely, with minimal supervision as part of a productive, flexible and harmonious team environment.
- Strong organisational and administration skills.
- Ability to interpret data and use it to inform planning and process improvement.
- Capacity to work flexibly, incorporating out of office hours work where required and occasional interstate and intrastate travel.
- Proficiency in CRM database programs and Microsoft Office suite of programs. Experience with Tessitura desirable.
- Well-presented, demonstrating confidence and a passion for the arts and education.
- Experience working in, or understanding of, the education and/or the arts sectors and knowledge of the South Australia education and arts landscape.
- Current full driver's licence desirable.



To apply:

Please send a resume and a cover letter (combined into a single document no more than 4 pages long) introducing yourself and addressing the knowledge, skills, qualifications and abilities detailed above to jobs@musicaviva.com.au

Note: In the subject line of the email, put the code: **SASC26 and your full name**. Applications not including this code may not be correctly processed.

For an informal chat about the role and MVA, please contact Sandra Taylor, SA Manager, by email staylor@musicaviva.com.au or Shubha Tewari, People and Culture Coordinator, by email stewari@musicaviva.com.au

Musica Viva Australia is a family friendly and flexible employer committed to equality and inclusion. We welcome applications from First Nations people and people from diverse cultural and regional communities.

We welcome applications from people who identify as having a disability. If at any stage of the recruitment process, you require any accommodation due to a disability, please let us know.

Applications close: 9am Monday 4 May 2026