

POSITION DESCRIPTION

Program Director

Location	Canberra
Reports to	Chief Executive Officer
Conditions of Service	Part Time

Organisational Background

Music for Canberra is a non-profit organisation with a community focus which supports and encourages people of any age, any ability and any background to take up singing or learn an instrument and experience the benefits music can offer.

Position Summary

Collaboratively develop and manage new and existing Music for Canberra programs to enrich the lives of Canberrans through music.

Identify and engage with community stakeholders (such as schools and their pupils) who would benefit from participating in the music tuition, orchestras, ensembles and other programs we deliver to drive and sustain enrolments.

Manage projects supporting the delivery of Music for Canberra's strategic objectives, including sourcing and maintaining appropriate project management software to ensure all aspects of our programs are tracked and measured.

Position Responsibilities

- Research, implement and oversee a project management system for the delivery of all our music tuition, orchestras, ensembles, and other programs.
- Actively identify and connect with stakeholders in the community to drive awareness and build enrolment in all our programs.
- Assist in developing new programs to support the delivery of Music for Canberra's strategic objectives.
- Act as an effective conduit between the conductors and tutors and the CEO by proactively addressing opportunities and concerns and producing monthly reporting.
- Contribute new and innovative suggestions to expand our impact in Canberra by identifying new music opportunities and increasing brand exposure.
- Manage the financial responsibilities of the programs and activities, including organising concerts and lessons and purchasing and borrowing music in consultation with the CEO.

Experience/Knowledge Required

- Experience in high-level executive support and/or office management
- Experience organising and managing projects
- Proficiency using the Microsoft Office suite of applications

Behavioural Competencies

Building Relationships	Builds rapport; creates a positive impression; adapts interpersonal style; maintains good working relationships; offers help; builds and maintains networks; develops cross-functional awareness; manages conflict.
Communication	Understands spoken information; speaks clearly; engages others when speaking; adapts to the audience.
Writing	Understands written information; writes with clarity; writes in an engaging style.
Planning and Organising	Sets objectives; plans ahead; uses time efficiently; manages resources; maintains documentation.
Dependability	Accepts direction; complies with rules and regulations; attends work reliably; shows safety awareness.

Role Model Our Organisational Values

- Passion: We are passionate about music and the benefits music brings to individuals and our community. We communicate and share our passion through performances, musical contribution and other activities across the ACT and surrounding regions.
- Community: Through collaboration and partnerships, we aspire to nurture the love of music in all individuals, inclusive of all abilities, while respecting each other's views and experience.
- Growth: We inspire and support everyone to develop their musical abilities and appreciation, strive to achieve their artistic goals and support them to perform their best.

General Conditions

All Music for Canberra staff are required to:

- Have the lawful right to work in Australia
- Be able to obtain a Working With Vulnerable People registration (or the relevant state equivalent)
- Behave at all times in accordance with the organisation's policies and procedures
- Commit to Music for Canberra's purpose and values.