

**POSITION(S) AVAILABLE**  
Applications Closing Date: Tuesday 11 April 2023

**General Manager/Artistic Director of Music For Canberra**

Music for Canberra is looking for two exciting leadership positions to be filled – which, for the right person, might just be one excellent and fulfilling role.

An exciting opportunity exists for a proven general manager (GM) ready for the next step in their career to lead a key organisation within the ACT arts community.

Music for Canberra is also looking for leadership of its artistic program, a pivotal role not just in the organisation, but with impact across Canberra's music community.

Both of these are part-time positions.

Applications will be considered for the two individual positions of GM and Artistic Director, and also for a combined position. The roles of Artistic Director and GM are closely connected, and if two individuals are appointed, they will work together part-time to lead the organisation.

Music for Canberra, an incorporated association, receives funding from the ACT government and is a registered charity, operating music education and performance programs that include choirs, orchestras, ensembles and music programs for children, young people and adults and people living with a disability.

Eligible applicants will require a Working with Vulnerable People Card (either existing or meeting eligibility).

Please apply by sending through your CV and a one page cover letter detailing your fit against the criteria outlined, as well as contact details for at least two referees no later than Tuesday 11 April to [David@musicforcanberra.org.au](mailto:David@musicforcanberra.org.au). We reserve the right to fill these roles prior to the application closing date of 11 April. Should you have any questions please contact David Harvey (Chair of the Board) at [David@musicforcanberra.org.au](mailto:David@musicforcanberra.org.au) or 0431 665 373.

Music For Canberra thanks the generous support of our sponsors:



Ainslie Arts Centre, 30 Elouera St. Braddon  
PO Box 5084 Braddon ACT 2612  
02 6182 0030

[info@musicforcanberra.org.au](mailto:info@musicforcanberra.org.au)  
[www.musicforcanberra.org.au](http://www.musicforcanberra.org.au)

## POSITION DESCRIPTION – GENERAL MANAGER

The GM is responsible to the Board for the daily operation of Music for Canberra. They will work closely with the Chair and other Board Directors in implementing MfC's strategic direction. The GM will be responsible for:

- Leading the organisation in the achievement of its vision, mission and goals.
- Management of the overall day-to-day operations.
- Management of the MfC financial results.
- Securing grants & sponsorship for the organisation from public and private sectors.

The GM will be expected to work closely with the Artistic Director to give effect to the artistic vision of the organisation while ensuring that those activities and projects undertaken are cost effective, consistent with MfC goals and raise or maintain the profile of MfC brands in the community.

The key responsibilities of the GM are to:

### *Strategic Direction*

1. In conjunction with the Board, develop MfC's business plan to deliver the organisation's vision, mission, strategic goals and ensure KPIs are achieved
2. Approve the financing of the artistic program, and oversee development and implementation of MfC programs, as managed by the Artistic Director, and guided by an *Artistic Subcommittee* of the Board and MfC community members.

### *Operations and Governance*

3. Demonstrate governance excellence within the organization
4. In conjunction with the Treasurer and the Board, prepare the budget, and put measures in place to ensure the financial sustainability of MfC.
5. Be accountable for the financial position of the organisation and for keeping the Board aware of changes to the financial position on a monthly basis.
6. Review and set fees for services in the context of prudent financial management, being mindful of current economic and other market conditions.
7. Write, and provide input, to reports and acquittals related to fundraising and grants.
8. Build an engaged team that attracts and retains high calibre staff.
9. Ensure all systems are updated and processes are automated for all areas of the operational business.

### *Business Development and Public Relationships*

10. Together with the Artistic Director, be the visible "face" of, and public spokesperson for MfC.
11. Build partnerships with a diverse stakeholder base
12. Lead overall sponsorship/business development, including feasibility studies and develop additional revenue streams such as from sales of merchandise and concession sales at performance, and find government and community funding opportunities.
13. Lead promotion and marketing activities

Applicants with the following qualifications and experience will be viewed favourably:

- Training in governance and/or experience in working with a Board
- Training or qualification in management
- Training or qualification in accounting or bookkeeping
- Training or qualification in human resources management
- Training or qualification in IT
- Training or qualification in music

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## POSITION DESCRIPTION – ARTISTIC DIRECTOR

If the position is split, the Artistic Director will report to the GM, but work closely with the Artistic Subcommittee of the Board in implementing MfC's strategic direction.

The AD will be responsible for providing artistic guidance and development of music programmes at MfC across the following three fields of work:

- Classical music development and performance
- Community music participation performance and
- Disability programme development and delivery.

The key responsibilities of the Artistic Director are to:

### *Strategic and Artistic Direction*

1. Lead and manage the design, development and delivery of new and existing artistic programs and activities to support the delivery of MfC's strategic objectives.
2. Develop new and innovative ideas to expand our impact by identifying music opportunities and partnerships.
3. Ensure MfC programs are of an appropriate and enriching quality and provide a range of performance opportunities and that the repertoire is appropriate for the ages and abilities of students and presents a graded progression through the ensembles and orchestras.

### *Operations and Governance*

4. Present written progress reports on the artistic program and artistic management identifying key issues, successes and challenges to the General Manager, the Artistic Subcommittee and the Board.
5. Establish a performance plan and processes for all artistic areas and oversee the standards in all programs.
6. Manage, liaise with, advise and support the artistic team, recruit new artistic staff and conduct their performance reviews.
7. Manage the financial responsibilities of the organisation's programs and activities, including organising concerts and lessons, sourcing music and producing reports.
8. Recommend professional development opportunities for tutors, conductors, orchestra managers and performers.
9. Be responsible for all matters relating to auditions.
10. Prepare project plans and budgets for the artistic program and key projects (including staffing and budget details) for approval by the General Manager and seek ways to minimize the cost of performance.
11. Review and replenish the music library and instrument collections and their optimal use as required.
12. Engage with the MfC community regularly to seek input on the execution of the strategic direction, programs, concerts, and other elements, and take recommendations to the GM and the Board for changes.
13. Engage and manage volunteers to support MfC's program delivery as appropriate.

### *Business Development and Public Relationships*

14. Maintain a deep understanding and connection with the music and related arts eco system in the ACT and further afield to promote collaboration with other partners.
15. Cross promote and create opportunities for groups under the MfC umbrella to work together.
16. Actively identify and engage with community stakeholders (such as schools, private tutors and their pupils) who would benefit from participating in the music tuition, orchestras, ensembles and other programs we deliver to drive, sustain and increase enrolments.

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17. Research, implement and oversee a project management system for the delivery of all our music tuition, orchestras, ensembles, and other programs.

Applicants with the following qualifications and experience will be viewed favourably:

- Experience as a professional musician, music teacher or specialist
- Practical experience managing orchestras, ensembles and music groups
- Command of pedagogical best practices for programs and activities
- Tertiary qualifications in music

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