

# CHANGES CHANGES CHANGES CHANGES

POSITION

## CHANGES PROJECT MANAGER

- Full-time contract from January 2019 until 1 August 2019.
- Salary will be negotiable upon skills and experience.
- Office is located in Brunswick, with the option to work remotely if required.

### BACKGROUND

In 2018, CHANGES launched as a new forum for provocative discourse and progressive thinking about the future of the contemporary music industry. The forum encompassed a two-day program showcasing thought leaders across music and tech, as well as hundreds of Victoria's most inventive and exciting artists. Now in its second year, CHANGES will be delivered on 3 & 4 July 2019 at ACU Melbourne and neighbouring live music venues across Fitzroy and Collingwood.

### CHANGES HAS THREE MAIN AIMS

- Provide a contemporary, dynamic summit that attracts industry professionals from across Victoria, Australia and Internationally to interrogate ideas, set the agenda and craft the future of the music industry.
- Connect international and national music industry professionals and showcase Victorian artists to drive business outcomes for Victoria.
- Provide emerging musicians and music industry professionals with pathways to learn, connect and improve employment outcomes.

We are seeking a driven and proven project manager to coordinate, plan and execute the successful delivery of CHANGES in 2019.

This role will work alongside the CHANGES Music, Tech, Talks + Ideas Producer who will oversee and manage the curation of artists and speakers across the program.

CHANGES is produced and managed by event partners The Push, Music Victoria, City of Yarra, APRA AMCOS and the VMDO.

The CHANGES Project Manager reports to the CHANGES Steering Committee, made up of representatives from The Push, Music Victoria, City of Yarra, APRA AMCOS and the VMDO.



## KEY RESPONSIBILITIES

- Develop and manage CHANGES project plan, event design and logistics.
- Work alongside CHANGES Music, Tech, Talks + Ideas Producer to successfully deliver a series of activities across the full CHANGES program, incorporating all partner and Steering Committee deliverables and KPIs.
- Manage the production of the event including venue and AV requirements in consultation with CHANGES Music, Tech, Talks + Ideas Producer.
- Conduct site inspections and stakeholder meetings to ascertain event related requirements.
- Manage project budget with the CHANGES Steering Committee to ensure the project is delivered within budget.
- Provide CHANGES Music, Tech, Talks + Ideas Producer with regular updates on all aspects of event planning.
- Work closely with CHANGES marketing and PR teams on branding, design and promotion.
- Work alongside CHANGES ticketing partner to manage the registration and ticketing for the event including speaker, artist and guest lists.
- Work alongside CHANGES travel partner to book and manage international and interstate speaker travel provisions including development of itineraries.
- Create relevant event documents to the highest standard to successfully deliver the event.
- Undertake administrative tasks including responding to partner queries, coordinating presentations, database and stakeholder management, and invoicing.
- Work with the CHANGES Volunteer Coordinator to manage and supervise event volunteers.
- Supervise all venue, production and registration elements on event days including bump in/out.
- Provide creative solutions to suit stakeholder requirements, exceed expectations and achieve the best possible outcomes.
- Management of on ground partnership activations, event stakeholders and event suppliers.
- Conduct post event reporting and deliver to CHANGES Steering Committee at completion of the project.

## KEY RELATIONSHIPS

- This position will work closely with CHANGES Music, Tech, Talks + Ideas Producer, CHANGES marketing and PR teams and CHANGES Volunteer Coordinator.
- This position reports to the CHANGES Steering Committee
- This position will be required to liaise with external event suppliers, partners and stakeholders



## QUALIFICATIONS

- Relevant professional or tertiary qualification in Event Management, Project Management or equivalent experience.

## SKILLS AND EXPERIENCE

- Minimum of 5 years experience in Project Management or Event Management required at a mid-range level.
- Demonstrated capacity of communicating with multiple partners, working with a steering committee and adhering to strict budgets.
- Demonstrated strong verbal and written communication skills.
- Demonstrated ability to manage multiple timelines effectively.
- Demonstrated strong leadership skills.

## BEHAVIOURAL COMPETENCIES (ABILITY IN THE FOLLOWING IS REQUIRED)

- Proficient in project planning and excellent attention to detail.
- Strong negotiation skills.
- Strong communication skills.
- Ability to work efficiently within a team.
- Adaptability due to the changing nature of events.
- Strength in problem solving particularly in stressful situations.

## OTHER REQUIREMENTS

- Some out of hours work will be required, particularly during the delivery of the event in July 2019.
- Experience and/or exposure to the contemporary music industry is preferred.

## SUCCESSFUL CANDIDATE IS EXPECTED TO

- Conduct themselves in a way that is aligned with CHANGES brand purpose, values and personality.
- Comply with all relevant policies, including the requirements of the Employee Code of Conduct.
- Work with, develop positive relationships with, communicate with and coordinate activities with other employees and management.
- Present a professional image and be professional in all dealings with staff and external business contacts.

## HOW TO APPLY

To apply for this position please send a cover letter and CV to [HELLO@CHANGES.MELBOURNE](mailto:HELLO@CHANGES.MELBOURNE)

Applications close 5pm, Monday 21 January 2019

For further information or enquiries in regards to this position, please contact Kate Duncan, CEO, The Push [KATE@THEPUSH.COM.AU](mailto:KATE@THEPUSH.COM.AU)

