

CHANGES CHANGES CHANGES CHANGES

POSITION

CHANGES PRODUCER MUSIC, TECH, TALKS + IDEAS

- 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 visionary producer to curate a program of diverse artists and innovative speakers for CHANGES in 2019.

This role will work alongside the CHANGES Project Manager who will oversee and manage the event management and logistics across the program.

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



KEY RESPONSIBILITIES

- Work alongside CHANGES Project Manager to successfully deliver a series of activities across the full CHANGES program, incorporating all partner and Steering Committee deliverables and KPIs.
- Curate CHANGES talks and ideas program content, inclusive of keynote presentations, workshops and focused interactions.
- Program CHANGES music curators and venues to deliver a series of live music showcases that are representative and reflective of Victoria's most inventive artists and audiences.
- Engage international and national buyers, speakers and workshop facilitators.
- Manage project budget with the CHANGES Steering Committee to ensure the project is delivered within budget.
- Provide CHANGES Project Manager with regular updates on all aspects of programming and curation.
- Work closely with CHANGES marketing and PR teams on branding, design and promotion.
- Work alongside CHANGES Project Manager to book and manage international and interstate speaker travel provisions including development of itineraries.
- Create and distribute briefing notes for all speakers and workshop facilitators.
- 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.
- Provide creative solutions to suit stakeholder requirements, exceed expectations and achieve the best possible outcomes.
- Conduct post event reporting and deliver to CHANGES Steering Committee at completion of the project.

KEY RELATIONSHIPS

- This position will work closely with CHANGES Project Manager and CHANGES marketing and PR teams
- This position reports to the CHANGES Steering Committee
- This position will be required to liaise with external event suppliers, partners and stakeholders



SKILLS AND EXPERIENCE

- Demonstrated vision and industry networks that will secure a program of relevant international, national and local thought leaders to outline the future of the music industry
- Demonstrated ability to engage the Victorian music community to curate and deliver a series of live music showcases that demand national and international attention
- Demonstrated capacity of communicating with multiple partners, working with a steering committee and adhering to strict budgets
- Demonstrated experience in developing and maintaining professional relationships with internal and external stakeholders to successfully deliver event concepts
- Demonstrated strong verbal and written communication skills
- Demonstrated ability to manage multiple timelines effectively

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

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

