



Dandenong Ranges Music Council Inc.

Registration No A0009702L

ABN 22 320 640 265

Upwey High School, 1451 Burwood Highway, Upwey 3158

Patrons: The Hon. Mr W.A. Borthwick, A.M. (1979-2001) Sir Joseph Burke, K.B.E. (1980-1992)

COMMUNITY MUSIC COORDINATOR POSITION DESCRIPTION

Title	Executive Officer
Location	Dandenong Ranges Music Council Community Music Centre 1451 Burwood Highway Upwey 3158 May require some travel in the surrounding area
Structure	3 year contract position (pending funding) Full time
Remuneration	\$45,760 plus superannuation

Primary purpose

Responsible for undertaking extensive community consultation and project management in the development and implementation of community arts projects. The role is also responsible for the coordination of professional artists and community participants involved in community projects. The Community Music Coordinator will also be responsible for the direction of up to three part time staff and supporting volunteers.

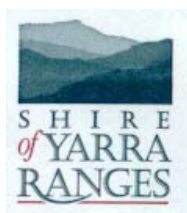
Reporting relationships

The community arts worker will report to the Board of Management. The successful applicant will be provided with a mentor during the initial period of the contract.

Capability Profile

Formal Education	<ul style="list-style-type: none">May have completed formal qualifications in community music or a related field (not essential)
Work Experience	<ul style="list-style-type: none">Will have experience in community music or related fieldProject management experience highly desirable.
Skills/Knowledge/Abilities	<ul style="list-style-type: none">Excellent planning and resource management skillsAbility to liaise with all levels of governmentAbility to build strong relationships with othersSound verbal and written communication skillsDemonstrated use of initiativeAbility to work independently and in a teamDemonstrated computer literacy skillsUnderstanding of legal and ethical considerations in dealing with professional artists and community participantsAbility to scope and prepare funding applications to a variety of funding agenciesAbility to understand music requirements from professional musicians (composers, conductors, instrumentalists, teachers) and amateur musicians, children and parentsAbility to manage financial and physical resourcesExperience in managing fundraising program desirable

The role will require work outside of normal business hours to support community projects. Time off in lieu will be offered in respect of out of hours activities.



The Dandenong Ranges Music Council Inc. is assisted by the
Australia Council, the Federal Government's Arts funding and advisory body
and the Shire of Yarra Ranges.

