



## **POSITION DESCRIPTION**

<b>Title:</b>	Marketing & Administration Coordinator
<b>Office Location:</b>	Sydney International Piano Competition Room 3044, Sydney Conservatorium of Music Sydney
<b>Final Report:</b>	General Manager
<b>Period of Contract:</b>	Initially four days per week increasing to 5 days per week leading to the Competition. Contract ends 26 August 2016
<b>Remuneration:</b>	\$48,000 pro rata per annum + super + holiday

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### **Background**

The Sydney International Piano Competition of Australia has, from its inception, held events at the highest international level inspiring pianists and audiences alike and stimulating interest in the piano and music in general. It has provided a showcase platform for outstanding pianists from all over the world and assisted with the development of their careers as concert artists.

It is one of the major international events of its kind in the world. Founded by the late Miss Claire Dan AM, OBE and Rex Hobcroft AM, it was inaugurated in July 1977 and has since been held every four years, except in 1988 when it was brought forward to coincide with the Bicentenary of Australia celebrations. The Competition was admitted as a member of the Geneva based World Federation of International Music Competitions in 1978, the first Australian competition to be accepted as a member.

Sydney is not only a significant centre of the arts, but a city which has produced and fostered artists of international distinction, whose contributions to music are well known. The Sydney Opera House is a symbol of the city's commitment to attaining the highest standards in all areas of the performing arts. The Sydney Conservatorium of Music, in the centre of the city with its 'back-yard' the beautiful Royal Botanic Gardens, is home to the Competition once again in 2016.

### **The Role**

The next Competition will be held in July 2016 and this role will be critical to the success of the Competition.

The Marketing and Administration Coordinator is responsible for the general administration of the Competition and coordination of defined marketing initiatives. The role generally supports the position of the General Manager and other senior staff as they are engaged while supporting the overall activities of the Competition.

## **SPECIFIC ACCOUNTABILITIES (including but not limited to):**

### **MARKETING**

- Work within the defined marketing and communications plan
- Prepare all collateral including writing and proofing of copy, ensuring relevant content, messaging and branding is communicated consistently across the website, social media, electronic direct mailings and print marketing materials
- Maintain the website including but not limited to uploading of content, application procedures, ticket information, promotions, partner events etc
- Maintain all social media platforms activity including creating content, scheduling posts, coordinating promotions, moderating of comments, etc
- Develop mutually beneficial relationship with arts organisations, music schools, stakeholders and the community, within Sydney, nationally and internationally to support the marketing objectives
- Coordinating lists for invitations, marketing campaigns, e-communications

### **ADMINISTRATION**

- Coordinating day to day operations of the office, including but not limited to reception duties, answering telephones banking, petty cash, mail, booking couriers, office equipment, stationary supplies
- Provide executive support to the General Manager including but not limited to research, managing diary appointments, travel, preparing reports for Board and stakeholders
- Provide secretariat duties to the Competition
- Research and compile an exhaustive e-list of music schools nationally and internationally
- Create and maintain organisational filing and archival records
- Process all invoices ensuring the organisation's systems and fraud controls are maintained
- Obtaining quotes from suppliers and generation of purchase orders
- Coordinate for reconciling by the General Manager accounts including by not limited to sales reports, petty cash and company credit cards

### **VOLUNTEER COORDINATION**

- Coordinate all aspects of a volunteer programme that includes the Friends of the Competition
- Recruit and grow the volunteers database and coordinating their skill levels
- Creation of position descriptions and advertising for suitable volunteers
- Supervise volunteers when on they are working on site

### **GENERAL**

- Attend events and functions as required.
- Other duties as reasonably required by the General Manager

### **REQUIRED SKILLS**

#### **Essential**

- Minimum of three years professional experience in a similar cultural administration/marketing role
- Experience in digital marketing platforms
- Experience in devising timelines, processes and systems and the implementation of such
- Excellent communication skills including with written and verbal communication, liaison, negotiation and the capacity to work in a team environment
- Proven, well-developed administrative and computer skills, including experience with databases, with a high level attention to detail, accuracy and efficiency
- Proficient in Microsoft Word, Excel and Outlook
- Excellent working knowledge of MYOB or similar accounting software

#### **Desirable**

- Open driver's license

## **THE ORGANISATION**

### **Occupational Health and Safety and Employment Equity:**

The Sydney International Piano Competition is committed to high standards of performance in relation to Occupational Health and Safety and the provision of Equal Employment Opportunity. All employees are expected to participate in maintaining safe working conditions and practices, as well as promoting and upholding the principle of fair and equitable access to employment/promotion, personal development and training and the elimination of workplace harassment and discrimination.

### **Work Conditions**

This position is based in Sydney, New South Wales.

Normal office hours of work will be 9.30am to 5.30pm with a daily lunch break of one hour. There will be work outside of business hours of which no additional payment is granted though there is a time in lieu policy in place. Hours of work will include weekend and on-call response during the lead up to and throughout the 2016 Sydney International Piano Competition and associated events from time to time.

### **Annual and Sick leave**

Subject to the terms and conditions of the employment contract, the Employee will be entitled to holiday leave accrued proportionally at the rate of four weeks annual leave for every 52 weeks worked. No leave loading will be paid.

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### **Applications**

Sydney International Piano Competition is an equal opportunity employer and welcomes applications from all sections of the community. Please address your application to Marcus Barker, General Manager and send to [info@sydney pianocompetition.com.au](mailto:info@sydney pianocompetition.com.au) with Application for Marketing and Administration Coordinator in the subject line.

Your application should include:

1. A cover letter
2. A recent image of yourself
3. A document of no more than three pages that addresses the selection criteria
4. A current CV including three professional referees

**Applications close 9am Monday 14 September 2015.**

**Interviews will be held Thursday 17 September 2015 in Sydney.**