

JOB DESCRIPTION:

JOB TITLE: Executive Officer of the Australian Music Association

JOB TYPE: Part-Time

LOCATION: Remote

MAIN DUTIES/RESPONSIBILITIES:

- Basic Administration- Filing and reporting. Provide secretariat/administrative functions to the AMA's Executive Committees and Sub committees – Prepare AGM functions, nominations, notices, minutes – act as company secretary
- Financial management and reporting, audit, and statutory functions
- Membership management- Issuing annual invoices, following up debtors and engaging new memberships
- Market development and Online Expertise- Promoting the AMA's causes through the most appropriate means and engaging with its membership in a digital capacity
- Develop and maintain relationships with key international partners (NAMM, MIA etc.) Prepare funding applications and administer/oversee project activities – eg Make Music Day
- Manage the production of AMA publications including supervision and oversight of the editor of Australian Musician WEB magazine and third-party providers.
- Maintain a communication process for members, the trade and end-user.
- Appoint and maintain competent third-party service providers to facilitate a dynamic web appearance and content
- Managing market/industry issues as appropriate i.e., GST Threshold, CITES, Native Timber, COVID-19. Represent the association in the music industry sector and maintain and develop relationships that benefit the association's activities. Eg, NAMM, APRA AMCOS, APPTA, Music Australia, ARIA, and numerous others
- Manage the Government relations aspect of the AMA's work, including liaison with partner organisations
- Promote the Association's mission of creating more music makers in the community through effective use of the AMA's (and other) media, public relations, and public facing events
- Oversee the preparation of the Annual Market Report for the Association based on an analysis of the ABS Import Statistics after third-party analysis of data
- Prepare an annual report for members on the activities of the Association
- Advise the executive and sub committees on the staging of events, both trade and public – e.g., AMP Conference, Melbourne Guitar Show, AMAC Convention, Meetings
- Develop and manage third party provider member benefits – e.g., Officeworks, Merchant facilities & Insurance partnerships



AUSTRALIAN MUSIC ASSOCIATION

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SKILLS & EXPERIENCE

Qualifications:

- No formal qualifications necessary but all will be reviewed

Experience:

- No experience in the Music Industry required
- Experience with associations and boards a plus
- Experience with governmental relations and lobbying a plus

Skills:

- Must be proficient in word processing and must speak good English
- Must be proficient in basic Excel use
- Must be proficient in organization and note-taking
- Must be a good communicator
- Must be independently productive
- Understanding of Music Education and the role government funding plays a plus
- Understanding government bureaucracy and how to communicate in order to advocate on behalf of the association
- Budgeting

PERFORMANCE GOALS:

- To usher in a new generation of the AMA and oversee its role in the modern climate
- To lobby on behalf of the Association's membership on issues that the board sees fit and that we are resourced for
- To grow Make Music Day in Australia
- To maintain NAMM Foundation funding by developing & delivering goals
- To facilitate successful industry events that drive engagement
- To modernize the communication and operation of the executive in the eyes of the membership
- To deliver a financially stable and successful AMA that can prosper into the future.
- Successful recruitment of members and administration of membership