

QMF: QLD MUSIC TRAILS

Position Description

Position	Partnerships and Reporting Manager	Department	Tourism, Development and Engagement
Company	Queensland Music Festival	Location	5/144 Montague Road, West End, 4101
Reports to	Government Partnerships Manager	Direct reports	Nil
Status	Permanent, full-time	Award	Non-award

Background

QMF is a pioneering music and cultural tourism agency dedicated to harnessing the transformative power of music for building stronger communities and a brighter future. Celebrating over 20 years of community transformation, QMF is at the forefront of driving social change through music. Originating as a state-wide biennial festival, we have evolved into an incubator for innovative music, cultural, and social programs. Our signature initiative, QLD Music Trails, pioneers music and cultural tourism by curating unforgettable experiences where renowned artists perform in breathtaking Queensland locations. We create a journey where music transcends boundaries, connecting people to their heritage and each other, as we embark on extraordinary adventures through the heart of Queensland's diverse landscapes

Purpose

To engage communities throughout Queensland in collaborative processes of social, economic, and cultural development that draw on the unique power of music to create measurable outcomes.

- To elevate the cultural identity of Queensland through the co-creation of iconic, placemaking music events across the State.
- To facilitate collaboration between relevant arts sector organisations and
- Individuals to deliver our objectives in a manner that is high-quality, cost-effective and aligned to community aspirations

Vision

QMF will be an essential part of Queensland's cultural and tourism ecosystems, co-curating and delivering enduring and impactful experiences for locals and visitors.

Mission

To contribute to the vitality of Queensland through iconic music and cultural experiences that amplify our State's diverse identity and cultivate connection to our distinct places

Values

Integrity	We do the right thing.
Tenacity	As collaborators, we accept the challenges of leading from the front.
Distinctiveness	We are trailblazers and we're inspiring everyone to join us.
Unity	We all rise together. We empower each other to reach our potential.

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Position Purpose

The Partnerships and Reporting Manager is responsible for the support and coordination of the initiatives and actions as identified by the Government Partnerships portfolio and QMF's engagement strategy.

Key Accountabilities

- Relationship management – Nurture, maintain and help manage relationships across all government partnerships.
- Contract management - ensuring the successful utilisation of benefits so that partners experience with QMF is fully optimised.
- Reporting - Lead, prepare and deliver Trail and Event Outcome Reports and quarterly reporting in consultation with the broader team and external stakeholders.
- Communications - managing and leading external monthly EDM comms with key stakeholders.

Responsibilities

Area	Responsibilities
Contract management	<ul style="list-style-type: none">• Coordinate and administer the delivery of contractual benefits (including marketing and PR collateral) according to the terms of partnership agreements, ensuring the successful utilisation of benefits so that partners experience with QMF is fully optimised.• Prepare, collate, and write proposals, presentations, and correspondence for government stakeholders.• Monitor and track delivery and performance of partnerships - internally and externally.
Relationship management	<ul style="list-style-type: none">• Nurture a portfolio of partnerships across government, fostering trust and engagement through proactive communication and personalised initiatives.• Monitor and maintain relationships, ensuring government partners are provided with a high level of QMF service to retain them on a long-term basis• Participation in the Qld Music Trails planning, supporting the aim of sustainable funding programs through local, state, and federal government partnerships.• Maintain understanding of QMF curatorial framework and ensure government partnerships align meaningfully with the QMF program.• Coordinate regular VIP invitation development, list management, responses, and pre-event communications, in consultation with the Government Partnerships Manager.
Reporting	<ul style="list-style-type: none">• Ensure documentation and reporting is completed for valuable assessment of Qld Music Trails and events, DTS quarterly report and external partners.• Ensure document submissions are in accordance with project document formats, requirements, and compliance.

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Area	Responsibilities
	<ul style="list-style-type: none"> Facilitate the collection of data and event information from government partnerships and internal stakeholders for the delivery of post-event reports. Manage external consumer research consultant, to deliver data that supports economic impact analysis and reporting needs. Manage schedule of reporting activity and timelines.
Support and coordination	<ul style="list-style-type: none"> Provide administrative support in the management of government partnerships as required from the CEO, General Manager – Tourism, Development and Engagement, and Grants and Fundraising Manager. Daily coordination of workflow to meet deadlines. Preparation of contracts, registers, invoices, and purchase orders Assisting in research and development of partnerships with State and Local Governments. Managing travel arrangements for the Tourism, Development and Engagement team. Maintaining government partnerships records on QMF systems, i.e., HubSpot. Management of WIP (work in progress) with team meetings and update Air Table as required. Continuously improve and refining internal processes, records, and templates.
Organisational requirements	<ul style="list-style-type: none"> Role model QMF values and demonstrate professional standards and ethical behaviour. Comply with QMF policies and procedures, including Workplace, Health and Safety directives and practices and Employee Code of Conduct. Maintain an environment that is respectful and inclusive, and free from harassment, discrimination, and bullying.

Selection Criteria

Education/Certification/Essentials

- Undergraduate degree Arts Administration or Certificate IV in Business Administration or a related field.

Job Knowledge/Ability

- Minimum 5 years' relevant experience in stakeholder engagement as an administrator/officer.
- Strong interest in government sector.
- Strong interest or knowledge of the arts industry, festivals, artists, sponsors, and partners (desirable)

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- Experience in writing stakeholder documents, proposals, and reports.
- Proficiency in digital literacy including common software tools (O365) and improving efficiency of processes, data management, evaluation, and planning.
- Skills in Airtable, HubSpot and Canva preferred but not essential

Competencies

- Excellent communication and interpersonal skills, with the ability to engage stakeholders at all levels, both internally and externally.
- High level of organisational and project management skills, with the ability to prioritise and manage multiple tasks effectively.
- Strategic thinking and problem-solving abilities, coupled with a results-oriented mindset.
- Proficiency in data analysis and reporting, with the ability to utilise data for reporting on performance measures.

Personal Attributes

- Passion for the arts and a commitment to the mission and values of the Qld Music Festival.
- Ethical integrity and a strong sense of professionalism, with a commitment to upholding the highest standards of conduct.
- Adaptability and tenacity, with the ability to thrive in a dynamic and fast-paced environment.
- Creative thinking and innovation, with a willingness to explore new approaches and initiatives.

Key Stakeholders

Internal	External
Programming, Commercial and Technical/Logistics Team	Aboriginal and Torres Strait Islander communities
Marketing and Communications team	Arts and Cultural Sector
Tourism, Development and Engagement team	Tourism Sector
	Government (Local)
	Regional communities
	Non-Government Organisations (community organisations)
	Vendors, suppliers
	Contractors, sub-contractors

Approval and review

Version 1	9 May 2024
Approval	Chief Executive Officer
Review	May 2025