

POSITION DESCRIPTION

Youth Touring Program Manager

POSITION CONTEXT

Queensland Music Festival has redefined the traditional festival model to engage deeply with communities over time, with a variety of annual and ongoing programs which deliver education outcomes and community engagement state-wide, igniting artistic potential and leaving a lasting legacy. In collaboration with schools, councils and communities, QMF inspires participation in the arts and performances that reflect local culture and tell local stories.

Since May 2016 QMF has been managing the Youth Touring Program for Queensland schools, previously under the stewardship of Artslink (Queensland Arts Council). This program has a history of over fifty years touring high quality dance, drama and music produced by specialist performers into Queensland schools state-wide. QMF is delivering a successful 2017 program and planning a vibrant and exciting 2018.

We are seeking a skilled, passionate arts professional, dedicated to bringing high quality performing arts experiences into schools. You are an experienced and effective manager with strong admin and finance skills, able to plan, co-ordinate and deliver a broad menu of tours which match with curriculum needs across all art-forms. You will also be a strategic thinker able to look over the horizon.

An articulate advocate for the arts and their benefits for children, you will enjoy liaising with teachers and education professionals to guide program choices and build partnerships. You will be able to plan cost-effective itineraries and broker inter-school relationships where appropriate to maximize attendance.

You will be working with colleagues with several years' experience delivering the schools program, and will be embedded in the Queensland Music Festival management team which delivers state-wide programs working with schools and communities, under the Artistic Direction of Katie Noonan.

PURPOSE OF POSITION

To plan, manage and lead delivery of state-wide arts touring itineraries for Primary and Secondary school tours, currently under the banner of the Youth Touring Program.

KEY DUTIES AND RESPONSIBILITIES

- Oversee and plan a year-round performing arts program, with external advice if required, relevant to the Queensland curriculum and attractive to school bookers,;
- Create, manage and report on an agreed annual program budget, liaising with the Executive Director and Finance Manager;
- Manage the Youth Touring Program team;
- Oversee and liaise with the Teachers Advisory Group;
- Supervise the creation of Teacher Support Packs and digital resources;
- Oversee management of the schools database;
- With support from the QMF Marketing team, contribute to building the market profile and brand

of the program;

- Develop an effective and successful sales and marketing campaign to deliver against agreed booking targets;
- Oversee and negotiate Artists Contracts;
- Manage departmental communications with schools and performing companies, overseeing preparation of all correspondence, and resolving any issues arising in a timely manner;
- Attend Brisbane performances of companies touring to monitor currency/quality of program, and maintain awareness of other relevant work;
- Facilitate dialogue with partner companies on future directions and content for the YTP program;
- Contribute to the development of ideas to protect and enhance the existing programs for the future, including the identification of sponsorship and philanthropic partners;
- Liaise with the Business Development department on sponsorship and grant applications related to schools touring and other education initiatives;
- Oversee and monitor evaluation reports from schools and companies including attendance and feedback;
- Produce quarterly (termly) evaluation reports for the Executive Director on financial performance, attendance and program quality;
- In consultation with the Executive Director, liaise with other stakeholders on evaluation of program delivery and performance;
- Other duties as required, provided they are in the scope of your skill set.

KEY SELECTION CRITERIA

Essential

Experience in team management

Strong track record in program planning and implementation

Strong admin and IT skills including databases and Excel

Numeracy and budget management experience

Articulate verbal and written communicator

Desirable

Tertiary qualification

Knowledge of Queensland and national curriculum requirements

Artist liaison experience

Experience of touring, particularly in Queensland

Experience working with schools and teachers

Personal Attributes

Interest in and passion for arts in education

Imaginative and forward-thinking

Diligent, eye for detail

Personable team player

ACCOUNTABILITY

Reports directly to the Executive Director

Collaborative working with all QMF departments including Administration, Finance, Marketing, Business Development and Programming



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EXTERNAL RELATIONSHIPS

Schools, artists and companies, stakeholders (eg Arts Queensland, DET), Teachers Advisory Group, Drama Queensland

TERMS AND CONDITIONS OF EMPLOYMENT

This position is initially being offered as a one-year fixed term contract

Salary is negotiable

4 weeks annual leave with an additional 3 days over Christmas-New Year, 10 days personal leave, plus 9.5% superannuation

38 hour basic working week. Some flexible working hours will be required from time to time

HOW TO APPLY

Please send CV, and covering letter addressing the Selection Criteria and including a Personal Statement by **Sunday 21st May 2017**

Please email your application to jobs@qmf.org.au

Enquiries: Nigel Lavender, Executive Director, 07 3010 6600.