

## Position Description

Position	Board and Executive Coordinator	Department	People and Culture
Company	Queensland Music Festival	Location	Level 5, 144 Montague Road, West End, 4101
Reports to	GM, People and Culture	Direct reports	N/A
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.

# QMF: QLD MUSIC TRAILS

## Position Purpose

The role of Board and Executive Coordinator is a key member of the QMF team. With a strong ‘people’ focus, the role provides efficient, effective, and confidential support to the Board, CEO, and executive team, to help deliver QMF’s refreshed, bold, and innovative strategic plan for 2024-2028. The role also supports organisational culture initiatives and is an active culture champion of QMF values – Integrity, Tenacity, Distinctiveness, and Unity.

## Responsibilities

Area	Responsibilities
CEO support	<ul style="list-style-type: none"> <li>Proactively follow through on behalf of the CEO, tasks delegated to executive team members, and resolve issues or escalate as needed.</li> <li>Coordinate the calendar of executive leadership meetings including agenda setting and activities, keeping of WIP minutes, and follow-through of agreed actions.</li> <li>Create and maintain a calendar of upcoming and recurrent team activities, e.g. fortnightly all-staff meetings, cyclical events, projects, initiatives, obligations, and periodic reporting, where required.</li> <li>Coordinate and plan meetings, and events, including logistics and material preparation.</li> <li>Conduct research and compile data as needed for CEO and leadership projects and initiatives.</li> <li>Arrange travel and accommodation needs for Board, CEO, and executive team members.</li> </ul>
Board and Executive support	<ul style="list-style-type: none"> <li>Coordination of Board and sub-committee meetings i.e. Indigenous Australian Advisory Group (IACG) and Finance and Risk Management (FARM) and related events.</li> <li>Preparation of meeting materials, presentations, catering, and board reports.</li> <li>Recording meeting minutes and distributing action items.</li> <li>Develop and maintain the calendar of Board and Executive KPI reporting/business annually.</li> <li>Provide support to, and liaise effectively with, executive team members to ensure agreed priorities and action items are progressed as required.</li> </ul>
People & Culture support	<ul style="list-style-type: none"> <li>Assist and/or lead at times the coordination of employee wellbeing initiatives and events, including social initiatives.</li> <li>Health, Safety and Wellbeing committee member</li> </ul>
Communication	<ul style="list-style-type: none"> <li>Co-manage incoming and outgoing mail, incoming telephone calls, and website enquiries, responding and distributing of messages to appropriate team members.</li> <li>Greet visitors to QMF to provide assistance where required.</li> </ul>
Organisational requirements	<ul style="list-style-type: none"> <li>Role model QMF values and demonstrate professional standards and ethical behaviour.</li> <li>Comply with QMF policies and procedures, including Workplace, Health and Safety directives and practices and Employee Code of Conduct.</li> <li>Maintain an environment that is respectful inclusive, and free from harassment, discrimination, and bullying.</li> </ul>

# QMF: QLD MUSIC TRAILS

Area	Responsibilities
	<ul style="list-style-type: none"> <li>You may be required to work flexible hours. The role may include some evening/weekend commitments aligned to the Qld Music Trails calendar, for which time off in lieu is provided.</li> </ul>

## Selection Criteria

### Qualifications/Experience

- Qualifications in a relevant field, and/or minimum 3 years' progressive responsibility in providing support at the senior/executive level.

### Job Knowledge/Ability

- Ability to communicate effectively with all levels of the organisation, as well as external clients and board members
- Well-developed written communication skills, in particular, the ability to prepare draft communications on behalf of the CEO/Board
- Demonstrated ability to proactively identify opportunities for process or team improvement and to implement them.
- Experience or knowledge of the HR industry, beneficial
- Demonstrated ability to deliver a range of administrative and coordination outcomes, with multiple stakeholders from across QMF.
- Skilled at balancing a broad range of competing demands using good judgment and prioritization skills to manage your time and escalate issues as necessary
- Excellent digital literacy skills, including Sharepoint and MS Word, Excel and PowerPoint, and Canva.
- Self-motivated with a demonstrated enthusiastic approach to day-to-day operations
- Positive approach to a continually changing work environment
- Maintain a high level of confidentiality and professional discretion

### Competencies

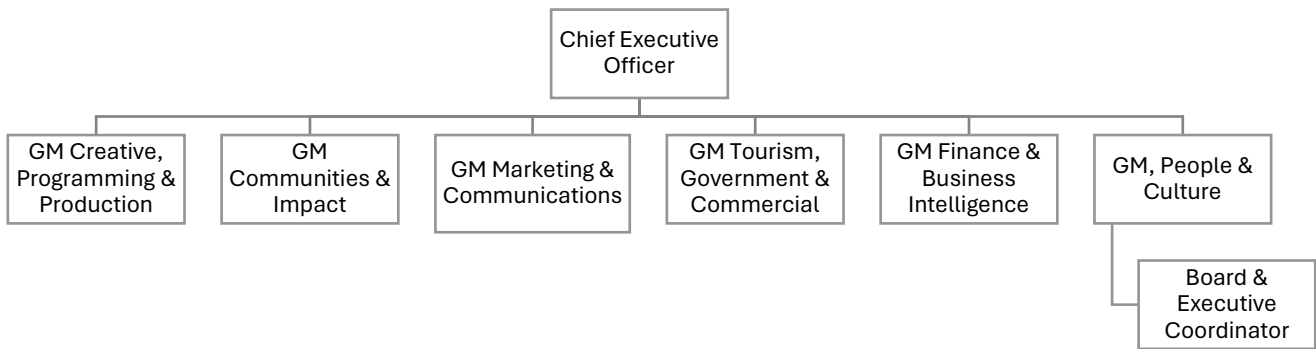
Creativity	<ul style="list-style-type: none"> <li>Embrace new opportunities and try new things outside of your comfort zone. Challenging the status quo and going beyond the obvious.</li> </ul>
Teamwork	<ul style="list-style-type: none"> <li>Work with others toward a shared goal, participating actively, sharing responsibility and rewards, and contributing to the capability of the team.</li> </ul>
Stakeholder influence	<ul style="list-style-type: none"> <li>Using a range of interpersonal approaches and information to persuade people with differing perspectives and interests.</li> </ul>
Agility	<ul style="list-style-type: none"> <li>Demonstrate open-mindedness with proposed or implemented changes, and flexibility when faced with uncertainty or ambiguity.</li> </ul>
Pursues growth	<ul style="list-style-type: none"> <li>Pursues opportunities for personal and professional growth through learning and development of self-awareness, reflective practice, and industry knowledge.</li> </ul>

# QMF: QLD MUSIC TRAILS

Fosters a healthy and inclusive workplace

- Fosters an inclusive workplace where health, safety, and wellbeing are promoted and prioritised.

## Reporting Relationships



## Key Stakeholders

Internal	External
Executive team members	Aboriginal and Torres Strait Islander communities
Board members	Arts and Cultural Sector
People and Culture / Finance / IT	Tourism Sector
QMF employees	Government (Local)
	Regional communities
	Non-Government Organisations (community organisations)
	Vendors, suppliers
	Contractors, sub-contractors

## Approval and review

Version 1	31 May 2024
Approval	Chief Executive Officer
Review	May 2025