



CHIEF EXECUTIVE OFFICER

About the Role, Position Description and How to Apply

ABOUT MUSIC VICTORIA

Music Victoria is an independent, not-for-profit organisation and the state peak body for contemporary music. Delivering initiatives for musicians, venues, music businesses and professionals, and music lovers across all modern genres. Music Victoria provides advocacy on behalf of the music sector, actively supports the development of the Victorian music community, and celebrates and promotes Victorian music.

www.musicvictoria.com.au

EMPLOYMENT POLICY

Music Victoria acknowledges the rich contributions made by people from a variety of backgrounds to the Victorian contemporary music scene and our broader arts and culture. We are an equal opportunity employer who aim to have a diverse group of people working with us, and we strongly encourage applications by First Nations people, people from culturally and linguistically diverse backgrounds, people with disabilities and people from the LGBTIQ+ community. We understand the needs of people with family and cultural obligations - providing a flexible working week, and part-time positions. Our philosophy is based on generosity, empathy, and a commitment to deep work satisfaction for employees. We know that this is repaid in retaining committed, passionate staff.

ABOUT MUSIC VICTORIA'S NEXT CEO

The next CEO of Music Victoria is someone working in, or adjacent to, the music industry, someone who brings a clear, strategic vision for the future of the organisation and the Victorian music industry.

They are results-driven, with a strong focus on operational excellence and aligning day-to-day activities with the broader mission to support and champion local music.

This CEO is a skilled industry leader who understands the balance between big-picture thinking and the practical execution of strategy. They drive forward key initiatives, focusing on growth, innovation, and sustainability while maintaining a stable and effective organisational structure. They prioritise fostering a high-performance culture that is both collaborative and inclusive, enabling staff to thrive and contribute meaningfully to the organisation's success.

With a strong background in stakeholder management, this CEO excels at building and maintaining productive relationships across diverse groups, from members and partners to government bodies and industry participants. They understand the importance of clear, transparent communication and are adept at representing the organisation's interests both within the industry and with external stakeholders.

Financial acumen is key. This CEO develops and oversees budgets, identifies and secures funding opportunities, and ensures the efficient allocation of resources.

They know how to make strategic decisions that support the long-term sustainability of the organisation while driving impactful growth in the short, medium and long term.

Working closely with the Chair and Music Victoria Board, the CEO will ensure high quality financial, governance and strategic documentation is developed in consultation and collaboration with key stakeholders for endorsement and approval. In addition, the CEO will prioritise keeping the Music Victoria Board informed and engaged with critical business and organisational updates, risk mitigation and management, and other relevant information in a proactive manner.

Above all, the next CEO of Music Victoria is a highly professional, ambitious and inspiring leader. They are committed to achieving measurable results, driving innovation, and ensuring the organisation plays a leading role in shaping and supporting the future of Victoria's music industry.

OVERVIEW OF THE ROLE

The CEO will lead with strategic vision, driving excellence in both planning and execution, while fostering a culture of collaboration across diverse stakeholder groups.

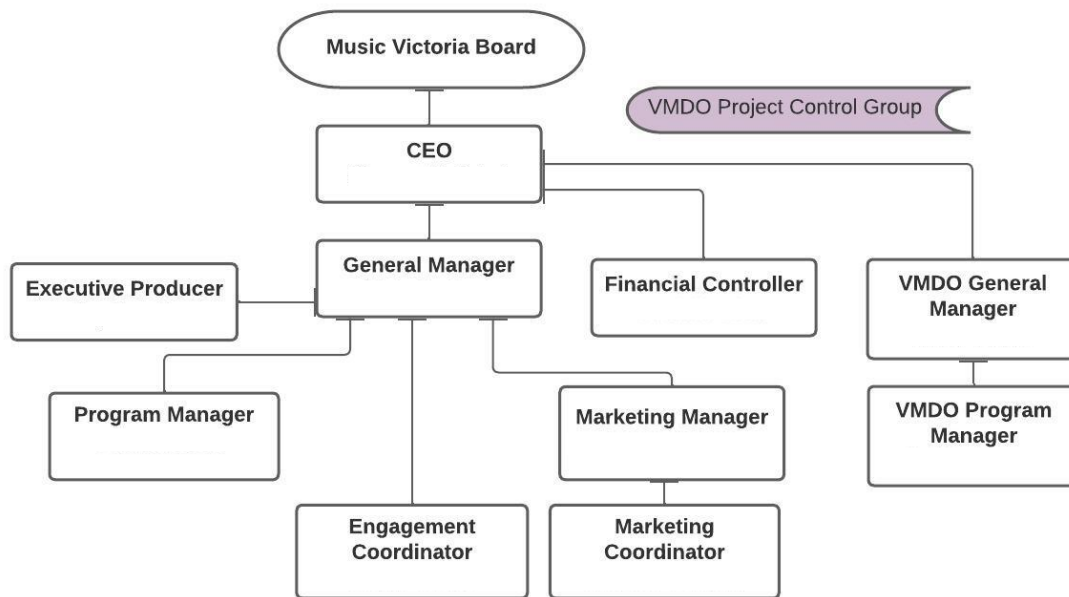
With a strong emphasis on exceptional communication, relationship management, and sound financial stewardship, the CEO will guide the organisation's growth and success, ensuring alignment with its mission and strategic objectives.

Working closely with the Music Victoria Board, this leadership role requires a clear, compelling vision that reframes success, engages and empowers the team, and positions the organisation for sustained impact.

KEY INFORMATION

Primary location	Music Victoria Office – 35 Johnston St, Collingwood, plus WFH flexibility.
Reporting To	Chair of the Music Victoria Board, and Music Victoria Board Directors.
Working with	All Music Victoria Staff, Internal and External Stakeholders, Funders, Industry, State and Federal Government, Sponsors, Partners and more.
Position type	Full Time
Salary details	\$150,000 + Superannuation
Employment Contract	2-year contract, with option for extension by mutual agreement.
Working Rights	Must have full working rights in Australia

ORGANISATIONAL CHART as at December 2024



KEY RESPONSIBILITIES & ACCOUNTABILITIES

This is an opportunity for a visionary leader to champion Victorian music, driving the organisation's growth with a focus on cultural change, strategy refinement, resource optimisation, and stakeholder engagement.

The CEO will serve as the primary driver of the organisation's strategy, balancing strategic ambition with operational excellence to ensure a thriving, inclusive music industry for Victoria.

1. Strategic Leadership and Organisational Direction

- Shape and oversee the development and implementation of the organisation's next strategic plan, ensuring it aligns with the mission to champion Victorian music.
- Guide day-to-day operations and long-term organisational goals in partnership with key leaders and staff.
- Foster a culture of innovation, ethical practice, and sustainability across all levels of the organisation.
- Inspire and support staff to excel in a positive, collaborative work environment, actively pursuing cultural changes that support strategic priorities.

Key questions for the next CEO: *Do we have a compelling vision that everyone owns? Have we defined the big moves that will set us apart from our competitors locally and globally?*

2. Stakeholder and Relationship Management

- Cultivate and maintain strong, impactful and beneficial relationships with members, funders, partners, government bodies, industry participants, and the broader community.
- Act as the primary spokesperson and advocate, representing the organisation's core interests and amplifying its voice across sectors.
- Engage in proactive outreach to build partnerships that increase resources, visibility, and impact.

Key questions for the next CEO to consider: *How do we seek to understand our stakeholders' needs more deeply? Have we built trust with key partners and stakeholders through consultation and transparency?*

3. Financial Management and Sustainability

- Collaborate with team members to develop budgets, manage resources effectively, and provide transparent reporting across all levels of the organisation.
- Ensure compliance with all funding agreements, meeting obligations with timely and accurate reporting.
- Identify and secure funding opportunities through sponsorships, grants, and diversified income streams.

Key questions for the next CEO to consider: *Are we advocating for and allocating resources to our highest priorities? Are we focusing on where we can achieve the greatest impact?*

4. Program Development and Delivery

- Design, manage, and oversee programs that support the Victorian music industry, ensuring they meet identified, evolving and ongoing member needs and strategic goals.
- Evaluate program outcomes and incorporate member feedback for continuous improvement.
- Develop partnerships to enhance the scope and reach of programs, benefiting both metropolitan and regional communities.

Key questions for the next CEO to consider: *Is our organisation designed for stability and agility? How do we meet shifting and evolving industry opportunities and demands?*

5. Advocacy and Policy Development

- Lead advocacy initiatives to promote the Victorian music industry, engaging with policymakers, decision-makers and stakeholders to achieve positive, impactful outcomes.

- Develop and implement policies that reflect the organisation's values and strategic direction.
- Represent the organisation and strengthen its role within the industry and beyond.

Key questions for the next CEO to consider: *How do we lead and advocate most effectively? Are we clear on the holistic impact we aspire to make?*

6. Governance and Reporting

- Ensure high quality, timely preparation and delivery of board and committee papers, maintaining effective communication and transparency with board members between meetings.
- Identify and navigate organisational risks, implement mitigation strategies, and escalate critical issues to the board for discussion, deliberation and decision.

Key questions for the next CEO to consider: *How do we develop a more enterprising mindset within the organisation? How do we set the foundation for sustainable growth? How can the Board be utilised more effectively in this relationship?*

CRITICAL SKILLS AND ATTRIBUTES

- Exceptional strategic thinking, planning, and execution abilities, ensuring long-term growth and success.
- Proven expertise in managing complex stakeholder relationships across diverse groups.
- Outstanding written, verbal, and presentation communication skills.
- Strong financial acumen, including experience in budgeting, reporting, and securing funding.
- Demonstrated ability to lead with integrity, empathy, and a focus on achieving impactful outcomes.
- A clear vision for building organisational sustainability and resilience.

HOW TO APPLY

If this role sounds like you, please email your resume and cover letter to recruitment@musicvictoria.com.au responding to this *Music Victoria's Next CEO Candidate Brief* by 19 January 2025.

If you have any questions about this brief, or the role, you can contact Chris O'Neill, Chair of the Music Victoria Board by emailing: coneill@apra.com.au