

## Business and Development Administrator

Position Description – January 2026

# MELB INT'L JAZZ FEST

### About the Melbourne International Jazz Festival

Since its inception in 1998, the Melbourne International Jazz Festival (MIJF) has played host to the world's leading modern masters of jazz; seen the profile of many Australian artists soar; nurtured the aspirations of many local emerging musicians; and broadened the reach of the live jazz experience across all ages and across diverse communities.

MIJF is the largest jazz festival in Australia, with a national and international reach. The festival draws more than 60,000 people to 100+ performances over 10 days, bringing together over 500+ masters and innovators of jazz from all over the world. It takes place in 30+ venues across Greater Melbourne, including recital and concert halls, public squares, jazz clubs, and the laneways of the CBD.

The festival has a commitment to providing pathways for Australian jazz and its practitioners, plus a strong social contract that sees the delivery of a wide range of free and family-oriented events. The 2026 Festival will take place between 16 – 25 October, with the full program launching in August 2026.

### What is the fundamental purpose of the job?

Reporting to the General Manager, the Business and Development Administrator will play a key role in maintaining office resources, overseeing systems and data management, supporting ticketing and website administration, and assisting with development and stakeholder engagement activities. This position is integral to the effective delivery of the Melbourne International Jazz Festival and requires a proactive, detail-oriented individual who thrives in a dynamic, fast-paced environment.

### The role, reporting structure and key interactions

<b>Position</b>	Business and Development Administrator
<b>Location</b>	Office 4, 5 Blackwood Street, North Melbourne
<b>Reporting to</b>	General Manager
<b>Working with</b>	CEO & Festival Director, Marketing & Partnerships Manager, Executive Producer, Associate Producer & Programs Coordinator, Ticketing Coordinator
<b>Position type</b>	Part-time, 1-year contract with possibility of extension (0.8 FTE)
<b>Remuneration</b>	\$72,500 pro rata (plus superannuation)

MIJF has a small core team of dedicated and enthusiastic professionals. The usual hours of work are 10:00am-6:00pm Monday to Friday. However, the nature of working for a festival and requirements of this position require a degree of flexibility, and some evening or weekend hours will be required, especially during the festival period. There is a commitment to cross-organisational support from all team members, and all team members may be required to assist with other areas of operations from time to time.

## **What are the typical duties of the role?**

### **Business Systems and Office Management**

- Oversee the administration of the MIJF office and provide staff with support for administrative needs
- Support the General Manager in developing and managing MIJF systems to enhance organisational effectiveness and efficiency, including ticketing, CRM, file servers, project management, HR, office operations and new systems as required
- Oversee system implementation, including staff induction, training and ongoing support, and act as the primary point of contact for system providers
- Work alongside the General Manager to ensure best-practice processes for collecting, managing and maintaining clean, accurate data

### **Development and Stakeholder Engagement**

- Provide administrative support for MIJF's development activity
- Maintain accurate and up-to-date records across development systems
- Research and track fundraising prospects and opportunities
- Assist with drafting proposals and communications related to fundraising and partnership activities
- Administer fundraising deliverables and acknowledgements to ensure obligations are met
- Contribute to development-related reporting as required
- Assist with planning and coordination of donor and stakeholder events

### **Website and Ticketing**

- Support the General Manager and Ticketing Coordinator with festival ticketing administration, such as customer service, venue liaison, event builds, reporting and related tasks
- Assist the marketing team with website updates and maintenance
- In collaboration with the General Manager, contribute to developing and maintaining MIJF's ticketing policies, procedures and systems in line with industry best practice
- Assist with reporting to peak bodies such as Live Performance Australia

### **General**

- Engage fully in the Melbourne International Jazz Festival, which by the nature of the festival means extended hours and expanded duties during the festival period
- Work openly and collaboratively with all members of the MIJF team, artists and contractors
- Attend where required festivals, events, shows, industry gatherings and philanthropic activities and events throughout the year
- Represent the Melbourne International Jazz Festival at meetings, functions and industry events where appropriate

## **Key Selection Criteria**

### **Essential**

- Demonstrated experience in administration and/or office management
- Outstanding attention to detail and ability to maintain accurate records across multiple platforms
- Proven ability to manage competing priorities and deliver outcomes within deadlines
- Excellent written and verbal communication skills, with the ability to liaise effectively with a wide range of stakeholders
- Strong problem-solving skills and a proactive, solutions-focused approach
- High level of computer literacy, including database skills and proficiency with the Microsoft Office Suite, and the ability to quickly learn new platforms and processes
- An understanding and passion for the cultural sector

Desirable

- Experience using Airtable, Red61, WordPress, Mailchimp, Adobe or similar products
- Experience in fundraising, donor relations or partnership development

### **About Role Statements**

As MIJF evolves to meet the changing needs of the festival environment, the roles required of all its staff will evolve. As such, staff should be aware that this document is not intended to represent the role that the incumbent will perform in perpetuity. This role statement is intended to provide an overall view of the role as at the date of this statement.

MIJF is an equal opportunity employer. Aboriginal and Torres Strait Islander people, people with disability, LGBTQIA+ and culturally and linguistically diverse applicants are strongly encouraged to apply for this position.

### **Inherent Physical Requirements**

The physical requirements of this position are consistent with those of an administration role in a major arts organisation. You agree to advise us of any pre-existing injuries or conditions that may arise that might inhibit you in the physical requirements of the position, or any other access needs that you might have.

### **How to Apply**

Potential applicants are encouraged to contact MIJF General Manager, Caitlin McNaughton, to discuss their application or ask any questions on (03) 9001 1388.

To apply, please combine your Curriculum Vitae, a Cover Letter and a response to the Key Selection Criteria into a single document and email it to [caitlin@melbournejazz.com](mailto:caitlin@melbournejazz.com).

Applications close at 5:00pm on Monday 2 February.