

Position Description

Position	Community Grants Officer
Company	Queensland Music Festival Pty Ltd
Location	5/144 Montague Road, West End, 4101
Reports to	Senior Research and Grants Manager
Department	Tourism, Development and Engagement
Employment status	Fixed term (3 years), part-time

Background

QMF is a strategic music agency, helping Queensland communities by designing new solutions to social, cultural, and economic challenges. In 2023, QMF launches Queensland Music Trails, a world-first music tourism initiative, part-funded by the Queensland Department of Tourism, Innovation and Sport. Trails are driveable itineraries of bespoke, placemaking music events, designed to disperse visitation to our unique regional communities, and drive cultural, economic, and social outcomes for those communities.

Purpose

Our purpose is to enhance and showcase the rich cultural life of Queensland through music.

Vision

Our vision is that by 2032, Queensland Music Trails will be an essential part of the state's tourism ecosystem, and a key offering to international visitors during the Olympic Games.

Values

- Courage – to persist with challenges that come with trying to make a difference.
- Impact – to concentrate our efforts on actions that make a positive difference.
- Integrity – to be united and consistent in our efforts to be in right relationship with others.

Position Purpose

The Grants Officer is responsible for supporting the Senior Grants and Research Manager in the delivery of the Music Trails grants program by administering and writing grant proposals. This includes maintaining appropriate documentation and records, communicating with key stakeholders, and providing effective and timely reporting.



Responsibilities

Area	Responsibilities	Measures
Grant management	<ul style="list-style-type: none"> • Under the guidance of the Senior Grants and Research Manager, implement and maintain a strategy to identify and pursue grant opportunities and their alignment with external organisations (e.g., Councils; commercial partners; artists) to apply for grants to support QMF programming and mutually beneficial outcomes. • Actively research and provide information on relevant grant opportunities, to internal and external stakeholders. • Support QMF partners to manage the grant project lifecycle from application to acquittal. • Ensure grant applications are informed by QMF programming, including event budgets, event concepts, scope/scale, and event status (e.g., greenlit/scoping/not in scope), while also meeting community partner goals. • Maintain the grants application and reporting schedules and database of funding opportunities with current information. • Work with the Senior Grants and Research Manager to set fundraising targets, monitor progress, and provide regular updates. • Support the Senior Grants and Research Manager to manage QMF’s funding applications, including administration of grant paperwork (invoicing, contracts etc) • Act as a conduit between internal teams and external stakeholders/grant-holders to ensure all requirements per funding agreements are acquitted. 	<ul style="list-style-type: none"> • Feedback from key stakeholders, including Senior Grants and Research Manager. • Successful relationships formed. • Quality of grant applications submitted • Success rate in grants
Stakeholder Relationships	<ul style="list-style-type: none"> • Working closely with the Tourism, Development and Engagement team and QMF partners to conduct grant research and identify opportunities to support collaborative projects—especially those for which QMF may not be a “natural fit,” e.g., health, education, capacity-building, professional development, capital asset acquisition or infrastructure development. • Work collaboratively with partner organisations, including First Nations organisations, to achieve mutual fundraising goals, while adhering to cultural protocols and sensitivities. • Active team member and advocate of the Impact and Research work, as part of the 	<ul style="list-style-type: none"> • Feedback from the Tourism Development and Engagement team. • Feedback from stakeholders



Area	Responsibilities	Measures
	broader Tourism Development and Engagement team. <ul style="list-style-type: none"> Contribute to the organisation's reporting to its key stakeholders including Arts Qld, Dept of Tourism, and local Councils . 	
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

- Relevant tertiary qualification or equivalent competency.

Job Knowledge/Ability

- Minimum 2 years' experience in writing grant applications, grant management, acquittal and report writing.
- Experience in events, tourism, economic and regional development, community, indigenous or arts sectors highly desirable, but not essential.
- Experience in grant writing, including assessing eligibility of grants and determining strategic fit, will be highly regarded
- Well-developed interpersonal, written, and verbal communication skills, together with demonstrated relationships experience to build relationships with internal and external stakeholders.
- Excellent organisational and time management skills with ability to manage multiple stakeholders needs from application to acquittal.
- Proficiency in digital literacy including common software tools (O365)

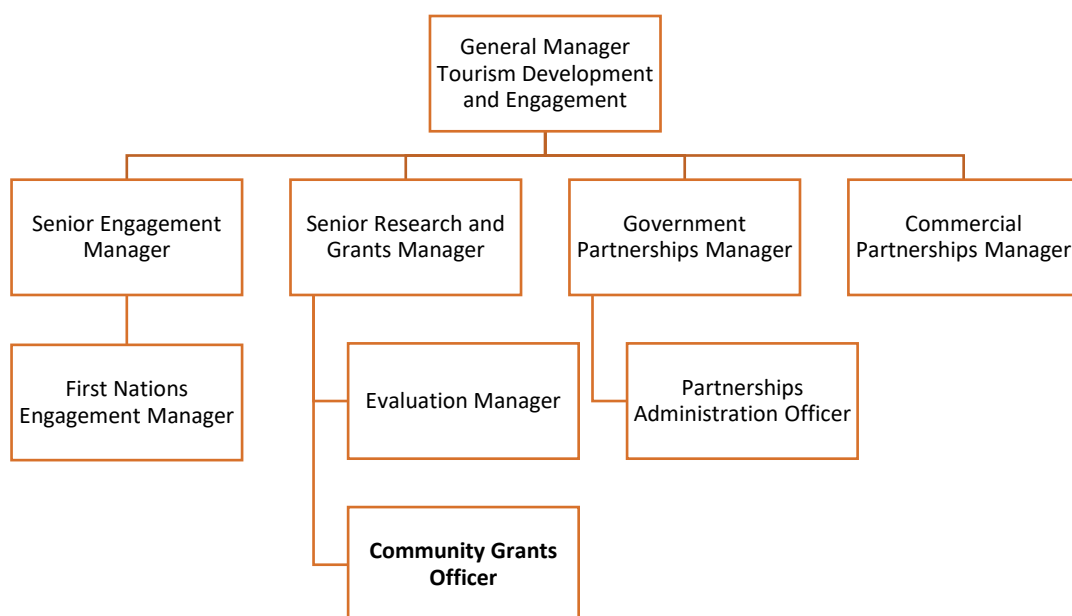
Competencies

Planning and organising	Takes responsibility for planning and organising own workload, and considers what is achievable in a timeframe
Teamwork	Work with others toward a shared goal, participating actively, sharing responsibility and rewards, and contributing to the capability of the team.
Stakeholder influence	Using a range of interpersonal approaches and information to persuade people with differing perspectives and interests.



Planning and organising	Takes responsibility for planning and organising own workload, and considers what is achievable in a timeframe
Problem solving	Initiates standard procedures when responding to familiar problems within immediate context. Applies formal problem-solving processes when tackling an unfamiliar problem, breaking complex issues into manageable parts and identifying and evaluating several options for action Where appropriate, seeks feedback or advice before implementing a solution
Pursues growth	Pursues opportunities for personal and professional growth through learning and development of self-awareness, reflective practice, and industry knowledge.
Fosters a healthy and inclusive workplace	Fosters an inclusive and workplace where health, safety and wellbeing is promoted and prioritised.

Reporting Relationships



Key Stakeholders

Internal	External
Senior Grants and Research Manager Evaluation Manager Senior Engagement Manager First Nations Engagement Manager Government Relations Manager General Manager, Tourism Development and Engagement Programming Dept Marketing Dept QMF employees	Funding application partners, including (for example) regionally based and Aboriginal Torres Strait Islander-led partner organisations, industry bodies, and small to medium businesses State and Federal Funding Bodies Arts Queensland Queensland State Government Creative Australia Brisbane City Council Regional Council Partners Research Partners



Internal	External
	Corporate Partners Communities and community members

