

## Position Description

Position	Grants Officer
Company	Queensland Music Festival Pty Ltd
Location	5/144 Montague Road, West End, 4101
Department	Tourism, Development and Engagement
Employment status	Permanent, full-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 operational management of QMF's full grant lifecycle including research, application development, submission, reporting and acquittal.

# QMF: QLD MUSIC TRAILS

## Responsibilities

Area	Responsibilities
Grant writing	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Actively research and provide information on relevant grant opportunities, to internal and external stakeholders.</li> <li>• Support QMF partners to manage the grant project lifecycle from application to acquittal.</li> <li>• 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.</li> <li>• Maintain the grants application and reporting schedules and database of funding opportunities with current information.</li> <li>• Work with the Tourism Development and Engagement team to set fundraising targets, monitor progress, and provide regular updates.</li> <li>• Manage QMF's funding applications, including timely advice pertaining to available grants, interpretation of grant funding requirements, writing grant applications, and grant acquittals.</li> <li>• Act as a conduit between internal teams and external stakeholders/grant-holders to ensure all requirements per funding agreements are acquitted.</li> </ul>
Stakeholder relationships	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Work collaboratively with partner organisations, including First Nations organisations, to achieve mutual fundraising goals, while adhering to cultural protocols and sensitivities.</li> <li>• Active team member and advocate of the Impact and Research work, as part of the broader Tourism Development and Engagement team.</li> <li>• Contribute to the organisation's reporting to its key stakeholders including Arts Qld, Dept of Tourism, and local Councils .</li> </ul>
Organisational requirements	<ul style="list-style-type: none"> <li>• Within capacity and work priorities, carry out any other duties as directed by the [leaders title].</li> <li>• Role model QMF values and demonstrate professional standards and ethical behaviour.</li> </ul>

# QMF: QLD MUSIC TRAILS

Area	Responsibilities
	<ul style="list-style-type: none"> <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 and inclusive, and free from harassment, discrimination, and bullying.</li> </ul>

## Selection Criteria

### Education/Certification/Essentials

- Undergraduate degree in a field involving research and writing as part of course work.

### Job Knowledge/Ability

- Minimum 2 years' experience in writing grant applications, grant management, acquittal, and report/regulatory writing.
- Experience in events, tourism, economic and regional development, community, indigenous or arts sectors highly desirable, but not essential.
- Capability to work autonomously and collaboratively within a small team.
- Demonstrated ability to deliver to tight deadlines while managing conflict priorities.
- Well-developed interpersonal, written, and verbal communication skills, together with developed experience in building effective 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

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>
Fosters a healthy and inclusive workplace	<ul style="list-style-type: none"> <li>Fosters an inclusive and workplace where health, safety and wellbeing is promoted and prioritised.</li> </ul>

# QMF: QLD MUSIC TRAILS

## Key Stakeholders

Internal	External
Programming, Production and Technical/Logistics Team	Aboriginal and Torres Strait Islander communities
Marketing and Communications team	Arts and Cultural Sector
Tourism, Development and Engagement team	Tourism Sector
QMF employees	Government (Local)
	Regional communities
	Non-Government Organisations (community organisations)
	Vendors, suppliers
	Contractors, sub-contractors

## Approval and review

Version 1	14/03/2024
Approval	General Manager – Tourism, Development and Engagement
Review	February 2025