

Job Description: Community Engagement Manager

Overview

EMC is rooted in electronic music community and culture. Local and global electronic music communities steer the cultural narrative, and the preservation of these communities is central to EMC.

EMC offers community and connection through programs, events, initiatives, storytelling, supportive day-to-day actions and advocacy. We have a steadfast commitment to inclusivity and integrity, while staying true to the fun and spirit of electronic music.

Since 2012 EMC has programmed and produced 12 conferences and 80+ music and cultural events, working in collaboration with private and public sector partners, including community groups and collectives, brands, industry associations, federal, state and local government.

Role:	Community Engagement Manager
Hours:	3 days per week (22.5 hrs)
Contract:	12-month fixed term contract
Location:	Sydney, 119 Bathurst Street
Start Date:	Tuesday 30 July, 2024
Remuneration:	\$75,000 - \$85,000 (pro rata) based on experience, plus superannuation
Application deadline:	Monday 22 July, 5pm (AEST)

Note: Occasional travel may be required as a part of this role. Travel expenses will be covered by EMC, including per diems.

The Role

The Community Engagement Manager will be responsible for engaging with electronic music communities to enable EMC to be responsive to their needs and provide benefit and value through EMC's programs. The role will lead collaboration with various stakeholder groups, including local and international creatives and community leaders; small to medium businesses, and others. The role will use insights generated through community engagement to advocate, share knowledge and help communities, to ensure they can participate in the design and rollout of EMC's initiatives.

The selected candidate will join a small core team to establish, grow and maintain strong and strategic relationships between EMC and various external partners and stakeholders in Australia and globally.



City of Sydney Creative Studios
119 Bathurst St,
Sydney, NSW 2000



emcaustralia.org
hello@emcaustralia.org

Key responsibilities include:

- Support the growth of EMC and its community partners in Australia and internationally, inline with targets and KPIs
- Creating and implementing community engagement strategies to grow community participation in and benefit from EMC's projects and programs
- Build positive relationships and mutual trust between EMC and various communities across APAC, as well as supporting engagement with other key stakeholders including brands, industry and government
- Ensure that community aspirations are heard and responded to in a practical and impactful way by EMC
- Work in alignment with EMC's brand identity in all communications across all platforms
- Collating analytics and insights of EMC's community engagement strategies to inform the design of projects and initiatives and to support continual improvement and growth
- Manage financial budgets for community engagement activities held locally, interstate or internationally

Skills & Experience

Essential

- Proven knowledge of electronic and dance music, locally and globally
- Excellent verbal and written communication skills
- Excellent attention to detail
- Experience in developing and engaging with with a broad range of community groups, both online and offline
- Excellent self-organisation and time management skills
- Excellent project management skills
- The ability to work independently and proactively
- Proficient in software such as Google Suite, Google Drive
- Experience in developing methods of capturing and analysing insights for reporting and informing future planning

Desired

- Experience in community engagement in other regions, particularly APAC
- Experience with Airtable

For any questions, please email hello@emcaustralia.org

To apply, please complete the application form [here](#).



City of Sydney Creative Studios
119 Bathurst St,
Sydney, NSW 2000



emcaustralia.org
hello@emcaustralia.org
