# Position Description

# Role Name: Rainbow Music Specialist

Expectation of hours: 5-10 hours per week

Status: Volunteer

Reports to: Head of Music

# Organisational Purpose

JOY is Australia’s LGBTIQA+ community media organisation located in Melbourne, Australia, broadcasting on the FM and DAB+ signal, streaming live 24/7 and hosting the largest rainbow podcast library in the world. JOY exists to make Australia a more inclusive place to live by providing a multimedia platform and enabler for change to the voices of the rainbow community and our allies.

# JOY Values

***Joyous*** - a celebration of diversity, talent, music and entertainment

***Inclusive*** - a safe and supportive environment for all members of the LGBTIQA+ community

***Courageous*** - a way to change lives by speaking out, sharing stories and challenging boundaries

# Role overview

The Rainbow Music Specialist is responsible for connecting music partners (artists, labels, management) and JOY content makers around artists who identify as part of the LGBTIQA+ communities. The Rainbow Music Specialist works as part of the Music Team in developing and maintaining relationships between JOY and music partners. The Rainbow Music Specialist also communicates with JOY content makers about musical artists who are underrepresented in Australian media and opportunities for building a more inclusive Australia through music.

All JOY team members are required to perform their duties in accordance with current organisational policy and procedures, relevant ACMA and CBAA requirements; and the JOY Melbourne Inc. Rules of Association; to ensure a respectful, inclusive, healthy, safe and environmentally responsible workplace.

# Key Responsibilities

* Act as a central co-ordination point for content makers and music partners for artists who identify as part of the LGBTIQA+ communities.
* Regularly distribute serviced music and associated media releases to content makers.
* Apply a professional, “can do” attitude to music requests from both music partners and content makers.
* Maintain relationships with a wide variety of music partners.
* Work collaboratively with the Music Interviews Co-ordinator to organise music interviews with content makers.
* Work collaboratively with other Music Specialists to co-ordinate opportunities for content makers and artists.
* Work closely with the Music Team to identify music that should be considered for playlist addition.
* Contribute to reviews of the daytime playlist.
* Assist the Head of Music and Music Co-ordinator to develop daytime schedules for community days (as directed by the Content Manager), for example International Women’s Day and Trans Day of Visibility.
* Other tasks as required by the Head of Music

# Key Selection Criteria

* Demonstrated media and/or music industry experience.
* Demonstrated relationship management skills.
* Empathy, sensitivity and understanding of LGBTIQA+ communities.
* Passion for building a more inclusive Australia.
* Excellent time management skills.
* Excellent written communication skills.
* Intermediate skills and experience using Office 365.

# Volunteer Roles

Please note: all JOY Volunteers are required to maintain a current, financial Membership of JOY Melbourne Inc. for insurance, governance, compliance and communications purposes. For more information go to: joy.org.au/volunteers.

# Application Process

Email your CV and a Cover Letter addressing the Key Selection Criteria to Head of Music, Michael Polh, at music.director@joy.org.au