Adelaide City of Music Ltd

Position Description: Project Manager

Salary: $75,000 at 0.6 FTE (3 days a week), plus compulsory superannuation contributions.

Location: Adelaide City of Music Office, Adelaide CBD. Some remote work possible.

Adelaide City of Music Ltd is looking for an enthusiastic individual with outstanding communication and project management skills to join our organisation at an exciting time.

About ACOM

Adelaide City of Music Ltd (ACOM) is South Australia's official point of contact for the UNESCO Creative Cities Network (UCCN). ACOM works with UNESCO and other member cities to celebrate and to build opportunities for the state's diverse music community.

The designation represents prestigious international recognition of Adelaide's historic and ongoing commitment to music and culture and their key role in delivering sustainable social, economic, and urban development.

Building on existing initiatives and extensive feedback from stakeholders, ACOM will deliver new projects in 2026 to deepen the impact of the designation and to enhance the value of this unique international network for the state's music community.

The Project Manager will work with ACOM's General Manager and Marketing and Communications Manager to design and deliver new projects, engage stakeholders, and support the development of marketing and communications strategies and materials.

This is an exciting opportunity to join an organisation at a critical point in its development and to help contribute to its successful future.

Selection criteria

Essential

- Demonstrated experience in the development and delivery of initiatives, events and/or programs
- Excellent communication skills, both written and oral
- Demonstrated ability to communicate complex ideas clearly and concisely, and to distil broad information into clear summaries for different audiences
- Experience with or understanding of the Australian music sector
- Demonstrated ability to work both independently and collaboratively as part of a small team
- A solid understanding of communications, engagement, and media

Desirable

- Experience in arts and music program and/or policy development
- Experience or understanding of the international music landscape
- Experience in the design and production of reports, briefings and other similar written materials
- Experience using Microsoft Office Suite

Key responsibilities

- Supporting the General Manager in the development and delivery of key programs and initiatives
- Creating reports, summaries and other written documents communicating activity and outcomes
- Management of event or program budgets
- Engage with key stakeholders as required
- Supporting Marketing and Communications development

Application and Timeline

ACOM is a committed equal opportunity employer. In line with UNESCO values, we celebrate diversity, and we encourage applications from people from all backgrounds. If you have access requirements for any part of our recruitment process, please let us know via the email below or call 042 4477 985.

Applications consisting of a cover letter (maximum 2 pages) addressing the above selection criteria and a CV should be sent to the General Manager, Adelaide City of Music at **office@adelaidecityofmusic.com.au**

Applications close: COB Friday 24 April 2026

For any questions, please contact us via the above email address or phone number. We anticipate holding interviews in the week of