POSITION DESCRIPTION

Position Title	People and Culture Coordinator
Reports To	People and Culture Manager
Department	Corporate Services
Contract Period	24 months
Classification	MRC EA 2025 Grade 3.1.1 + superannuation guarantee
Date	November 2026

About Melbourne Recital Centre

Melbourne Recital Centre is an award-winning live music venue; where artists and audiences build a lifetime of experiences. We strive to create wonder for everyone, in and beyond the Centre and inspire our community through music.

With a unique focus on music, the Centre presents and hosts hundreds of concerts each year, representing the pinnacle of the art form as practiced by local and international performers traversing all genres of music. And our impactful learning and access activities provide opportunities for Victorians of all ages and backgrounds to experience and engage with music and the Centre in new and exciting ways.

We acknowledge the traditional owners on whose land Melbourne Recital Centre stands – we pay our respects to Melbourne's First People, to Elders past and present, and to our shared future.

Our Vision

A future where music and storytelling are fundamental to everyone's lives.

Our Purpose

We amplify Australia's diverse music ecology to connect people and inspire positive change.

Our Values

Ambition	We experiment, ideate, and innovate with energy and enthusiasm.
Creativity	We are creative on and off stage to unlock new possibilities.
Collaboration	We are curious and connected, finding strength in sharing and learning.
Enrichment	We work to ensure artistic, social, financial, and environmental benefit.
Inclusivity	We champion accessibility and diversity so everyone feels welcome.
Integrity	We are honest, transparent, trustworthy, generous, and kind.

Our Ethos

Music is a universal language. It's the heart and soul of what we do and has the power to connect, transform and transcend. We're for the music-lovers, the music-makers, and the sound creators, the administrators, and the operators, who unite to make music accessible for all.

Primary Purpose

The People and Culture Coordinator coordinates and supports the delivery of key People and Culture processes across the employee life cycle. The role provides general P&C advice and guidance to employee and managers, administers MRC's HR information systems and associated modules, and coordinates a range of P&C programs, processes and initiatives.

Working collaboratively with the People and Culture Manager and Chief Operating Officer, this role manages multiple concurrent P&C activities and exercises initiative and judgement in delivering day-to-day P&C services within established policies, procedures and frameworks

Accountabilities

- Coordinate P&C processes across the employee life cycle including recruitment, onboarding, induction, learning and development, annual performance cycle, offboarding, managing multiple concurrent activities and priorities in collaboration with the People and Culture Manager.
- Provide generalist P&C advice and support to employees and managers within established policies, procedures and frameworks
- Support the Chief Operating Officer and P&C Manager with the coordination of employee relations and industrial relations activities, including enterprise agreement implementation.
- System Administration of MRC's HR Information systems and associated modules, including maintaining system processes, supporting users and coordinating effective use of the systems across the employee lifecycle.
- Coordinate the configuration, implementation and rollout of additional HR information system modules and digital learning catalogues, including liaison with external service providers and supporting managers and employees in the effective use of these systems.
- Coordinate MRC's VPS Engagement Survey including administration, data collation and support for analysis and reporting.
- Coordinate the administration and delivery of MRC's Reward and Recognition Program including quarterly Staff Awards in collaboration with the People and Culture Manager.
- Support the implementation and communication of changes to workplace relations practices, relevant legislation and the Victorian Public Sector Industrial Relations Policies.
- Maintain P&C procedures, employee documentation and records, ensuring information is accurate, current and appropriately recorded in relevant P&C systems.

Provide coordination and administrative support for relevant P&C and Corporate Services initiatives and projects as required.

- Actively Promote a workplace culture consistent with Melbourne Recital Centre's core values and principles of service excellence.
- Maintain and observe all current Health and Safety policies and procedures and take reasonable care for own health and safety and that of others.
- Ensure all activities comply with Melbourne Recital Centre values, policies, professional and ethical standards.
- Foster positive working relationships with all MRC employees, managers and relevant external stakeholders and promote a positive and co-operative working environment.
- Exercise appropriate judgement, discretion and confidentiality in handling employee, commercial and other sensitive information.

Key Relationships

Internal

- People and Culture Manager and Chief Operating Officer
- Managers and employees across Melbourne Recital Centre
- Corporate Services team and other internal stakeholders as required

External

- External consultants, service providers and HR systems vendors
- Union representatives and employee representatives
- Government agencies, regulatory bodies and other relevant external stakeholders

Key Selection Criteria

Essential

- Relevant tertiary qualifications in Human Resources, Commerce, Business or a related discipline, or equivalent experience gained through employment in a relevant field
- Previous experience working in a People and Culture Coordination role or similar
- Good working knowledge of key functions across the employee life cycle including recruitment, onboarding, induction, learning and development, annual performance cycle and offboarding
- Well-developed written and verbal communication skills
- Intermediate to advanced proficiency across MS Office suite, particularly MS Word, Excel and Powerpoint
- Experience of working with HR Information Systems - Elmo preferred to undertake required system administration, upgrade and support tasks
- Excellent document management skills and sound experience updating and managing templates
- Highly organised, with strong attention to detail and the ability to work under pressure, prioritise multiple concurrent tasks, meet deadlines
- Strong analytical and problem-solving skills
- Strong ability to demonstrate initiative and work independently as well as within a team environment
- Well-developed sense of diplomacy, discretion, and confidentiality
- Collaborative team player with the ability to maintain good working relationships with a wide range of stakeholders both internal and external to the organisation
- While the principal duties of this position are as above, the post holder may be required to undertake other duties from time to time.

Desirable

- Previous experience working within the Creative Sector for an Arts organisation or similar

Other Relevant Information

- The position is based at 31 Sturt Street, Southbank.
- The recommended applicant is required to undertake and maintain a Nationally Coordinated Criminal History Check (NCCHC), Working with Children Check (WWCC), and hold valid working rights.
- Melbourne Recital Centre is an Equal Opportunity Employer.
- Melbourne Recital Centre offers an inclusive workplace that promotes and values diversity. We welcome and encourage applications from people of all backgrounds, ages, religions, including Aboriginal and Torres Strait Islander Peoples, LGBTQIA+ people, those with disability, women and people with cultural or linguistically diverse background. We embrace flexibility as a key principle to allow our people to manage the changing demands of work, personal and family life.
- Melbourne Recital Centre provides a smoke free environment.

OH&S Responsibilities

In the context of Occupational Health and Safety policies, procedures, training, and instruction, as detailed in Section 25 of the Occupational Health and Safety Act 2004, employees are responsible for ensuring that they:

- Follow reasonable instruction.
- Cooperate with their employer.
- Maintain and observe all current Health and Safety policies and procedures.
- At all times, take reasonable care for own health and safety and that of other persons that may be affected within the Workforce.