

COMMUNICATIONS AND ADMINISTRATION CO-ORDINATOR (P/T)
POSITION DESCRIPTION

Eastern Riverina Arts is seeking an experienced communications and administration co-ordinator to take command of the organisation's external communications and internal administration processes. From overseeing our website, social media and e-bulletins to co-ordinating our office, to running small events, to maintaining and strengthening our relationships with our members, funding bodies and local media, this position requires an enthusiasm and passion for extolling the value of arts and culture in our region.

Eastern Riverina is one of 14 Regional Arts Boards across NSW and is funded by the NSW Government through Arts NSW and participating local governments in the eastern Riverina region. The organisation aims to connect artists, communities and Council to foster a vibrant and creative region. The CAC will be directly responsible for updating and implementing our communications strategy and assisting us in implementing our strategic plan. The documents are available on request.

PERIOD OF EMPLOYMENT: Initially 12 month contract

RENUMERATION: \$58,500- \$64,350 pa (PRO-RATA .6 FTE) dependent on experience and qualifications plus 9.5% superannuation

WORKING HOURS: Part-time 22.5 hours a week. Some weekend and evenings may be required. Additional hours may become available dependent on project funding.

LOCATION: The position will be based in Wagga Wagga, some travel around the region will be required as well as travel for professional development opportunities. Flexible working arrangements will be considered for the appropriate candidate

EMPLOYED BY: Eastern Riverina Arts Inc

SUPERVISED BY: Executive Director

REPORTS TO: Executive Director

WORKS ALONGSIDE: Project Co-ordinator,

LIAISES WITH: Local Councils, media, other regional arts development organisations, artists, project partners including other arts and non-arts organisations, funding partners, community and cultural groups, graphic designers, printers and website developers, volunteers

DUTIES

Working in accordance with the aims and objectives of Eastern Riverina Arts Inc, the Communications and Administration Co-ordinator will:

- Review and implement our Marketing plan.
- keep up to date with developments in contemporary regional arts practice.
- provide regular reports on communications activity and key performance indicators to Eastern Riverina Arts staff and board.
- produce and schedule content for website and social media
- review our web and social media presence and strategies annually
- maintain our online subscriptions and produce regular e-newsletters
- co-ordinate, maintain and improve our databases including our online directory, Creative Riverina.
- prepare media release and press packs
- work closely with the other staff and contractors to ensure the appropriate promotion of our projects to all stakeholders.
- assist in the organisation of Eastern Riverina Arts events, meetings workshops and smaller projects including co-ordinating the Window Gallery.
- assist in the preparation of Board papers including agendas and minutes
- co-ordinate the preparation, design, printing and distributing of promotional material including the organisations Annual report and marketing material
- implement and maintain internal communications procedures including correspondence and contract register, calendars, venue use/hire
- contribute to Workplace Health & Safety through appropriate risk management strategies.
- Perform any other reasonable duties as requested by the Executive Officer.

ESSENTIAL CRITERIA

1. Demonstrated capacity to be highly self-motivated and work in a dynamic manner to multiple deadlines.
2. High level of oral and written communication skills across a range of audiences and platforms.
3. Demonstrated experience in delivery and co-ordination of small events
4. High level of digital literacy including social media, web content management systems, contact management systems, Microsoft Office and Adobe software plus the ability to operate in a Mac environment.
5. Have wide ranging existing networks within the Eastern Riverina area including media and cultural sectors **or** demonstrated strategies for developing such networks.
6. A current class C driver's license.
7. Demonstrated understanding of Workplace Health & Safety and Equal Opportunity principles

DESIRABLE CRITERIA

1. Possess (or working towards) tertiary qualifications in arts administration, event management, graphic design, communications or marketing.
2. Ability to work flexible and additional hours and travel around the region
3. Experience of working in a regional context and/or understanding of issues affecting arts and cultural development in a rural and regional context.