

Western Riverina Arts Inc.
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POSITION DESCRIPTION (January 2023)

PROJECTS AND COMMUNICATIONS OFFICER

Part-time (18-25 hours per week)

LOCATION

The Western Riverina Arts office is in Leeton, NSW which is the main work location. The officer will also be required to work occasionally across the region for events attendance and documentation, in Narrandera, Griffith, Leeton and Murrumbidgee Local Government Areas.

CONTRACT

Part-Time (18-25 hours per week). This is a flexible position where days worked can be adapted to suit the needs of the officeholder. There is a probationary period of three months. Actual hours worked will be negotiated depending on skills and experience of the successful applicant. Additional grant funding received for strategic projects may allow additional hours in the future.

SALARY

\$31.37 (gross) per hour, plus statutory superannuation.

ORGANISATIONAL OVERVIEW

The role of Western Riverina Arts is to promote, facilitate, educate and advocate for arts and cultural development for the communities of the Western Riverina of New South Wales. The Board has been existence for 11 years. Western Riverina Arts is funded through the NSW State government via Create NSW and the contributing Local Government Authorities in the region being Griffith, Leeton, Narrandera and Murrumbidgee.

Western Riverina Arts' most recent planning document is the *Western Riverina Arts Strategic Plan 2021-2024*, a copy of which can be emailed on request.

POSITION SUMMARY

Western Riverina Arts is seeking a Projects and Communications officer to assist with the implementation of its program across the region, including the core development program and key project areas.

The successful applicant will be self-motivated and have excellent communication and design skills. They will be experienced in managing website content, managing social media campaigns, and using a wide range of computer software applications. This role may require managing arts projects in the community from time to time and may also include the preparation of grant applications and acquittals. The role will occasionally require travel to network meetings in Sydney and other professional development opportunities that may arise.

Applicants should have a demonstrated ability to work with broad cross sections of individuals and groups. Experience in working in a regional context would be an advantage, as well as an ability to engage with volunteers and organisations throughout the region, helping to give them the necessary skills to promote themselves.

DUTIES

The position holder works under the direction of the Executive Director and provides support for all programs:

- **Communications**
 - Assist with visual and written communications and announcements across the region
 - Assist with management of a media and marketing strategy for Western Riverina Arts
 - Research and develop regular subscriber email updates
 - Maintain the website and implement an effective social media strategy
 - Produce media releases
 - Review and maintain media contacts
 - Representing and advocating the organisation in conjunction with the Executive Director
 - Assist with the design and preparation of annual reports in consultation with the Executive Director
- **Core Administrative Duties**
 - Maintenance and development of a regional/state database
 - Distribution of resources and information
- **Project Management Support**
 - Assist the Executive Director with the management of projects as required
 - Independently manage projects at the direction of the Executive Director
 - Provide administrative assistance as directed by the Executive Director

SELECTION CRITERIA: ESSENTIAL

- Demonstrated strong copywriting skills across a range of styles (such as promotional, digital, editorial)
- Strong oral communication, interpersonal and presentation skills
- Experience with event coordination or arts project management
- Ability to prioritise workloads and work independently
- Web based skills, including research, social media and basic website maintenance
- Demonstrated ability to work independently and as a team member
- Good administration skills, initiative, willingness to learn and develop
- Ability to undertake professional development as required

SELECTION CRITERIA: DESIRABLE

- Graphic design / photography skills – including familiarity with the Adobe editing suite or other media editing platforms
- Appreciation of the arts
- Marketing and/or public relations experience
- Communications degree or similar, or experience as a communications practitioner
- Experience with membership activities, fundraising and sponsorship activities
- Appreciation of regional NSW and regional issues
- Driver's licence

Applications must be received by **12 Midnight Sunday 26th February, 2023**, with interviews to be scheduled the following week. The position is to begin in early March 2023. Applications for the above position should include:

- A written statement addressing the selection criteria below
- A current CV and the names of two referees

Applications should be emailed to:

rado@westrivarts.com.au