

POSITION DESCRIPTION

PROJECTS AND COMMUNICATIONS OFFICER

Part-time (2-3 days per week)

LOCATION

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

CONTRACT

Part-Time (2-3 days per week). This is a flexible position where days worked can be adapted to suit the needs of the incumbent. 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

\$30.60 (gross) per hour, plus 9% 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 is the newest one in NSW, and has been existence for 8 years. Western Riverina Arts is funded through the NSW State government via Create NSW and the contributing Local Government Authorities in the region.

Western Riverina Arts' most recent planning document is the *Western Riverina Arts Strategic Plan 2016-2018*, a copy of which can be emailed on request.

POSITION SUMMARY

Western Riverina Arts is seeking a Projects / 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. He or she 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 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 Regional Arts Development Officer (RADO), and the Western Riverina Arts Board and provides support for all programs:

- **Communications**
 - 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 RADO
 - Assist with the design and preparation of annual reports in consultation with the RADO

- **Core Administrative Duties**
 - Maintenance and development of a regional/state database
 - Distribution of resources and information

- **Project Management Support**
 - Assist the RADO with the management of projects as required
 - Independently manage projects at the direction of the RADO
 - Provide assistance to Finance Manager and contractors as directed by the RADO

SELECTION CRITERIA: ESSENTIAL

- Demonstrated strong written skills across a range of styles including media releases, newsletters and marketing material
- Strong oral communication, interpersonal and presentation skills
- Strong service orientation
- Experience with arts project management or event organisation
- 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

SELECTION CRITERIA: DESIRABLE

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

Applications must be received by **COB Friday April 26, 2019**, with interviews to be scheduled the following week. The position is to begin in early May 2019. Applications for the above position and 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 or posted to:

WESTERN RIVERINA ARTS INC
PO BOX 355
LEETON NSW 2705