



## BACKGROUND

### **About Murray Arts**

Murray arts is the peak body and support agency for arts and cultural development in the Border/ North East Vic region. We facilitate and promote the arts within our 6 local government areas of AlburyCity, Greater Hume and Federation in NSW and City of Wodonga, Indigo and Towong in Victoria. Murray Arts works directly with individuals, artists, communities and local government to help them develop the arts and cultural life of their communities.

We are part of a state-wide network of 14 Regional Arts Development Organisations (RADO), providing strategic direction for sustainable arts and cultural development for our vibrant region. Murray Arts is an independent not-for-profit organization, primarily funded through the NSW State Government via Create NSW and our local government funding partners and governed by a volunteer board.

Aboriginal Arts Development is a key priority for Murray Arts. In 2016 Murray Arts launched a social enterprise business model and established **burraja gallery**, the regions only dedicated local Aboriginal Art Gallery, in the shop front of the Murray Arts Gateway Village Office.

#### **At Murray Arts we value:**

- Artistic endeavour, creativity and integrity.
- The arts as a medium to challenge us and explore our humanity.
- The opportunity to participate and express ourselves.
- Community wellbeing through the arts.
- The ability of the arts to connect us.

#### **The Murray Arts Strategic Plan 2015-2019 has identified the following key strategic priorities:**

- Information and Communication
- Forging Strong Partnerships
- Building Community Capacity
- Strategic Project Delivery
- A Sustainable Organisation



## POSITION DESCRIPTION

### COMMUNICATIONS OFFICER

#### HOURS OF DUTY:

21 Hours/per week (3 days) Flexible part-time

#### SALARY:

\$61,097.92 pa pro rata (\$33,764.64 pa actual)

Plus 9.5% superannuation, 4 weeks annual leave and leave loading. Performance review is on an annual basis.

#### REPORTS TO:

Alyce Fisher Murray Arts Executive Director

#### LOCATION:

Murray Arts Office, Gateway Island Wodonga

#### SUMMARY OF POSITION:

Do you have a flair for communications, love writing and translating complex information into compelling content using a variety of platforms?

We are looking for an outstanding Communications Officer (Comms Officer) to join our collaborative team to coordinate, develop and edit a range of critical communications for Murray Arts. Including but not limited to e-newsletters, social media, print management, website updates and media liaison, your work will ensure the impact and awareness of Murray Arts and our offerings in the community.

The ability to build excellent stakeholder relationships, initiate workload and prioritise multiple tasks will be critical to the success of this dynamic role. The Comms Officer will be expected to respond to day-to-day public enquiries in regular communication with the Murray Arts Team and provides some project assistance on a case by case basis. After hours and weekend work may be required.



**Duties:**

Working in accordance with the Murray Arts Strategic Plan; the Comms Officer will work to:

- Prepare, edit and send the Murray Arts e-newsletter scheduled to meet monthly deadlines
- Prepare content and manage layout/print deadlines for the Murray Arts Annual Report
- Update the Murray Arts website to coincide with the distribution of the Murray Arts newsletter and publication of significant news items and press releases
- Manage all Murray Arts and burraja gallery social media accounts across the platforms of facebook, twitter and Instagram
- Assist with the development and management of a Murray Arts Artist Database
- Assist with Strategic Project Delivery and Community Assistance in marketing and promotions
- Carry out such additional tasks as may reasonably be required by the Executive Director or Board
- Maintain a relationship with local media distributors and prepare media releases for circulation

**KEY SELECTION CRITERIA**

**ESSENTIAL CRITERIA NEEDS TO BE ADDRESSED IN A WRITTEN APPLICATION**

**ESSENTIAL CRITERIA**

- Completion of relevant education/training, with relevant work experience
- Demonstrated knowledge of the arts industry
- Excellent computer skills including the use of word processing, e-mail, Internet, social media platforms and a willingness to train in other programs
- Strong copywriting skills and attention to detail, ensuring that our key messages are relevant to the audience and delivered in an innovative and creative manner.
- Experience using Joomla CMS or other website content management systems
- Previous experience in managing multiple social media platforms
- Demonstrated knowledge of Adobe Creative Cloud or similar design applications
- Previous experience in collating, editing and sending e-newsletters, using Campaign Monitor or MailChimp or similar newsletter templates
- Ability to prioritise workloads and work flexible hours
- Excellent oral and written communication skills
- A current driver's license and the capacity to travel



**DESIRABLE CRITERIA**

- Experience in arts administration
- Broad knowledge of arts funding sources and experience in applying for funding
- An understanding of local government
- Experience in working with diverse communities eg: Indigenous, disability, young people etc.
- Experience working with volunteer-based or community organisations
- Knowledge of the Murray Arts Region and/or surrounding local government areas

**To apply, please forward:**

- A covering letter on one page
- Current Curriculum Vitae (CV) including 2 referees (no more than 3 pages)
- A document addressing the Essential Criteria (no more than 2 pages)

**Applications close: 9am Friday 24 August 2018**

**Interviews set for 28 & 29 August 2018**

**Anticipated start date Monday 10 September 2018**

**Applications must be received by email and addressed to:**

**Alyce Fisher, Executive Director**

**Email: [afisher@murrayarts.org.au](mailto:afisher@murrayarts.org.au)**

If this sounds like you or if you would like to discuss this fabulous opportunity to join the Murray Arts team, please contact us at Murray Arts!

Murray Arts: <http://www.murrayarts.org.au/> P:(02) 6021 5034 E: [info@murrayarts.org.au](mailto:info@murrayarts.org.au)

Murray Arts is an equal opportunity employer who acknowledges that we live and work on Aboriginal land, and pays respect to their Elders past, present and future.