



BACKGROUND

About Murray Arts

Murray Arts is the Regional Arts Development Organisation (RADO) in the Border and North East Region and services six local government areas across New South Wales and Victoria.

Murray Arts is one of 14 Regional Arts Boards in NSW and is also part of the Regional Arts Victoria Cultural Network. Murray Arts services the regions of AlburyCity, Greater Hume and Federation Council in NSW and City of Wodonga, Indigo and Towong Shire in North East Victoria.

Murray Arts works directly with individuals, artists, communities and local government to help them develop the arts and cultural life of their communities.

Murray Arts is a not-for-profit organisation governed by a Board. Murray Arts is primarily funded through the NSW State Government via Create NSW and our local government funding partners.

Murray Arts currently balances regional arts development with specific project support to communities and local government.

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 2015-2018 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:

\$33,764.64 pa (actual)

Plus 9.25% 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:

The Communications Officer (Comms Officer) manages the marketing and communications activities at Murray Arts, including but not limited to e-newsletters, social media, print management, website updates, media liaison, grants and artist database management. 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
- Manage all Murray Arts and burraja gallery social media accounts across the platforms of facebook, twitter and Instagram
- Manage the maintenance of the Murray Arts Grants Database and develop a Murray Arts Artist Database
- Assist with Strategic Project Delivery and Community Assistance in marketing and promotions

Communications Officer - Position Description



- 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

- Tertiary qualifications relevant to the position or 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
- Experience using Joomla CMS or other website content management systems
- Previous experience in managing multiple social media platforms
- Knowledge of Adobe Creative Cloud desktop and mobile app tools, such as Photoshop and InDesign or demonstrated knowledge of similar web 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.

Communications Officer - Position Description



- 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) no more than 3 pages long, including 3 referees
- A document addressing the Essential Criteria, no more than 2 pages

Applications close: 5pm Friday 8 December 2017 – anticipated start date Monday 15 January 2018

Applications must be received by email and addressed to:

Alyce Fisher, Executive Director

Email: afisher@murrayarts.org.au

If this sounds like you...or if you would like to discuss this great 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

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.