



ENGAGEMENT OFFICER

Albury, New South Wales, Australia

SALARY: \$ 74,100 pro rata + 11% employer contribution to superannuation

EMPLOYMENT TYPE:

Permanent Part Time: 21 hours per week

REPORTING TO:

Murray Arts Executive Director

POSITION DESCRIPTION:

Murray Arts is seeking a friendly and dynamic Engagement Officer to join our team and play a key role in fostering meaningful connections across the creative communities within our region. This exciting opportunity will see you working closely with local creatives, First Nations communities, local councils, and arts organisations to develop and deliver impactful communications that celebrate and promote our creative community.

The ideal candidate will have excellent communication and relationship-building skills, an understanding of the arts and cultural sector, experience in digital marketing including creating and publishing content for social media and web platforms and a commitment to creating inclusive and collaborative communities. If you're passionate about supporting the arts and making a positive impact, we'd love to hear from you!

KEY RESPONSIBILITIES

Working in accordance with the Murray Arts Strategic Plan:

- Administer Murray Arts main website and Creatives Directory website
- Administer Murray Arts social media accounts, content and communications
- Administer Murray Arts electronic direct mail account and content
- Collaborate with arts organisations and individual creatives within the Murray Arts footprint to create content profiles and promote events, activities and creative projects
- Provide marketing support for Burraja Gallery and First Nations Creative Development Officer
- Assist in project delivery for Murray Arts initiatives
- Assist with reporting to key stakeholders

EMPLOYMENT CONDITIONS:

Based on a 21-hour week, with actual days and times negotiated with the Executive Director.

Working in the Creative Industry space this position can involve work outside normal working hours. Additional hours over the standard 21 hours will attract a time in lieu arrangement as agreed in advance.

This position involves working primarily in an indoor environment. In addition to computer work, a moderate amount of physical activity may also be required, depending on the nature of the tasks undertaken.

This position is located at Suite 107, Level 1 T&G Building, 553 Dean Street, Albury with occasional visits to external sites as required.

ESSENTIAL CRITERIA

- Keen interest in researching, planning, writing and publishing digital and print content
- Demonstrated understanding of online channels and social media platforms
- Experience managing website content within a CMS
- Experience managing digital content within an electronic direct mail system
- Excellent attention to detail
- Experience or knowledge of graphic design and basic print production processes
- Demonstrated ability to manage multiple small projects, meet deadlines and prioritise workload
- Interest in the creative industries
- Ability to act as an advocate and collaborate with creatives across all mediums and industry specialities
- Ability to work effectively in a dynamic environment as part of a team and independently

DESIRABLE CRITERIA

- Knowledge of WordPress CMS
- Knowledge of Adobe Creative Suite or Canva Graphic Design Tool
- Knowledge of SEO, Google analytics and digital advertising platforms
- Knowledge of digital photography
- Class C (standard) Driver's Licence

ABOUT MURRAY ARTS

Murray Arts focuses on fostering arts and cultural development across the Border and surrounding regions through facilitation, participation, and promotion. As dedicated advocates for our region's creative community and its industries, we collaborate closely with individuals, communities, and local governments to deliver projects that enrich the cultural fabric of our area.

Murray Arts is one of the 15 Regional Arts Development Organisations (RADO) in the NSW network and the only one that works cross-border. Each RADO was established to respond to their region's unique needs. The NSW RADO network is strong and supportive, we regularly share resources, team up on joint ventures and assist one another to best support our regions as a whole.

Murray Arts' unique position on the NSW and Victorian border means that we are also linked in with Regional Arts Victoria who takes a strong interest in co-supporting our Victorian LGAs.

OUR REGION

The Murray Arts Footprint borders the Indigenous Nations of Duduroa, Yaithmathang, Bangarang, Wiradjuri, Yorta Yorta & Wavaroo and encompasses the local government areas of Albury City, Greater Hume, Federation, City of Wodonga, Indigo & Towong.

OUR VALUES

- Artistic endeavour, creativity and integrity
- The arts as a medium to challenge us and explore our humanity
- The opportunity to access, participate & express ourselves through creative practice
- Community wellbeing, connection and lifelong learning

APPLICATION PROCESS:

Applications Open: Monday, 23 December 2024

Applications Close: Thursday, 16 January 2025

Start Date: Preference for the successful applicant to start January 2025.

To Apply: Please email a single PDF combining a cover letter, a statement addressing the selection criteria (1 page maximum) and your CV (1-2 pages) including the names and contact details of two referrers to:

Executive Director, Murray Arts

director@murrayarts.org.au

Closing Thursday, 16 January 2025, 5pm

For more information contact:

Lauren Black

Executive Director

Murray Arts Inc

Mobile: 0477 359 087

Email: director@murrayarts.org.au

Websites:

www.murrayarts.org.au

<https://burrajagallery.org.au/>

Notte: Annual Reports, Financial Audits and current Strategic Plan can be found in the 'About' section on the Murray Arts website.