

# **Communications, Promotions & Administration OFFICER**

## **Position Description**



### **POSITION:**

Part-Time (10 hour flexible working week)

### **SALARY:**

\$15,000 pending skills & experience (Negotiable with the board of South West Arts), plus superannuation, workers compensation and 17.5 % leave loading. Contract appointments will be considered.

### **LOCATION:**

South West Arts has offices in Deniliquin and Hay, NSW. Currently the main office is in Deniliquin and the successful applicant will be required to work from the Deniliquin Office.

### **OVERVIEW:**

South West Arts is one of 13 locally driven Regional Arts Boards across NSW and is funded by Arts NSW and the nine local government areas of the South West. Visit [www.southwestarts.com.au](http://www.southwestarts.com.au) for further details about the organisation.

South West Arts acts as a key resource in assisting to build creative communities and has been operating within the region for almost 25 years. The organization strives to build arts and cultural capacity in the region through social and economic development as detailed within the 2007/9, and the 2010-12 Business Plan. (available upon request)

Ideally the successful applicant will be dynamic, highly motivated, have excellent communication skills and be highly experienced in up-dating websites and using design based programs. Knowledge of arts industries and arts education would be advantageous.

There should be 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 enthuse and educate volunteers/ organisations throughout the region to promote them-selves.

### **SUMMARY OF POSITION:**

The Communications, Promotions and Administration Officer will assist the RADO with developing the organisation's accessibility to the wider regional community and promote initiatives for involvement in community cultural development in the South West region of New South Wales. The region comprises the local government areas of Balranald, Berrigan, Carrathool, Conargo, Deniliquin Murrumbidgee, Murray, Hay, and Wakool.

The Communications, Promotions and Administration Officer will report directly to the RADO and works closely with the staff of South West Arts including the Bookkeeper and relevant contractors such as project administrators. The position works together with the South West Arts Board as an advocate for community cultural development

and to provide advice and assistance to community, arts and cultural groups and artists in the region. The Communications, Promotions and Administration Officer will liaise regularly with Local Government bodies, local arts councils, Regional Arts NSW, funding bodies and the communities of the South West region.

**DUTIES:**

As the South West Arts Communications, Promotions and Administration Officer you will be responsible for the improvement of our established website, collation of our regular E-Bulletins and Fund-It Bulletins, Media Releases, liaising with local media organisations, design of promotional material, assisting with general administration and assisting the RADO where required.

**Key Communications & Promotional Responsibilities**

Proposed publications will be presented as followed;

-E-bulletin	Monthly
-Funding supplement	Monthly
-Newsletter	Monthly
-Media Releases	Monthly
-Website Maintenance	Monthly

Other project related publications as required.

**Key Administrative/ Project Related Responsibilities**

Administrational and project related responsibilities refers to general organisational administration- letter writing, reports, maintaining contact databases and assisting the RADO where required with administration relating to South West Arts projects. It is envisaged that this position is an 'office based' position, supporting the RADO in delivering organisational services when the RADO may be delivering projects out of the office for extended periods of time.

**ESSENTIAL CRITERIA:**

1. Demonstrated capacity to be highly self-motivated and work in a dynamic manner to a deadline.
2. Demonstrated understanding of arts and cultural projects and the capacity to develop and implement arts/cultural promotional and communications strategies.
3. Demonstrated administrative skills and knowledge of Windows Vista
4. Excellent oral and written communication skills.
5. Arts marketing and media relations skills
6. Knowledge of design programs such as In-Design or Photoshop
7. Proven ability to establish and/or maintain strategic partnerships with a diverse range of stakeholders

8. Ability to prioritise, work flexible hours and travel around the region if required.
10. A current driver's license

**DESIRABLE KNOWLEDGE, SKILLS AND ABILITY:**

1. Experience of working in a regional context and/or understanding of issues affecting arts and cultural development in a rural and regional context.
2. Knowledge of regional media outlets
3. Experience working with regional communities, volunteers, artists and cultural groups.
4. Willingness to gain knowledge of the South West region.

**Application Process:**

Please send your cover letter, Curriculum Vitae and response to the Position Criteria via email to:

Alyce Fisher

Regional Arts Development Officer ~ South West Arts

Email: [eo@southwestarts.com.au](mailto:eo@southwestarts.com.au)

**Closing Date:**

Friday 9th April 2010 @ 5pm.

**Further information:**

Enquiries regarding the position may be directed to:

Alyce Fisher

Regional Arts Development Officer

Ph: 03 5881 7749 / 0428 886 438 or [eo@southwestarts.com.au](mailto:eo@southwestarts.com.au)

General information regarding the organisation may be located on the South West Arts website at [www.southwestarts.com.au](http://www.southwestarts.com.au) including the current Business Plan, current 2009 projects and the draft 2010-12 Business Plan. Visit [www.regionalartsnsw.com.au](http://www.regionalartsnsw.com.au) for further information regard the Regional Arts Board Network throughout NSW.