



APPLICATION PACKAGE

Position: Communications and Touring Coordinator

Applications Close: 5pm, Friday 12th April

Send to:

Jamie-Lea Trindall, Executive Director

Outback Arts

rado@outbackarts.com.au

02 6822 2484

BACKGROUND INFORMATION

About Outback Arts

Established in 1999, Outback Arts is a not-for-profit arts and cultural development organisation working across the 6 local government areas of Bourke, Brewarrina, Coonamble, Cobar, Walgett and Warren in Far Western NSW.

Outback Arts is governed by an nine member board, receiving annual contributions from the local government partners as well as receiving triennial core funding from the NSW State government via Create NSW.

Outback Arts works with individuals, organisation's and government to generate, promote and advocate for the arts and creative industries across the region. Outback Arts balances this work with specific project support.

We love working with our creative, resilient and generous communities in our region and welcome all ideas and feedback.

Purpose:

To assist in building creative community capacity through supporting, engaging and delivering artistic opportunities within the arts and cultural life of the region.

We value:

- Artistic endeavor, creativity and cultural practices
- The Arts as a medium to challenge and explore our humanity
- The provision of opportunity for access, participation and ability to engage community
- Innovation and support for the creation and presentation of excellence in the field
- Community wellbeing through arts and cultural practices
- The ability of the Arts to connect community

POSITION DESCRIPTION

POSITION: Communications and Touring Coordinator

REPORTS TO: Executive Director, Chairperson and Board

INTERNAL LIAISON: Office Assistant and Aboriginal Arts Officer

EXTERNAL LIAISON: Program partners, funding associates, Government and non-Government Stakeholders.

SALARY: Starting rate \$26.50 per hour plus superannuation, 4 weeks annual leave (pro rata), leave loading.

HOURS OF DUTY: 35 Hours/per week commencing April/May 2019

LOCATION: Outback Arts Office, Coonamble NSW

SUMMARY OF POSITION:

The CTC will work as Communications and Touring Coordinator for the Outback Arts team to accomplish the organisation's strategic vision, delivering the artistic program.

The CTC is responsible for the implementation of the Outback Arts communications program which includes extensive, radio, print and online content production, touring administration and marketing of activities as guided by the comprehensive three-year business plan.

This person acts as key member of the organisation, working closely with a wide range of stakeholders, contributing to the future of Outback Arts and the artistic and cultural life of the region.

Additionally, the role requires a flexible approach to working hours, this may include some after hours and weekends. Whilst overtime is not payable, time in lieu for additional hours worked may be applied.

Main duties include:

- Developing and maintaining effective communication and working relationships with Outback Arts key stakeholders: Create NSW, five contributing Council's, Regional Arts NSW, community and professional arts organisations, creative industries and arts workers.
- Provide promotional and marketing support to Outback Arts projects and to project staff including design of promotional materials
- Provide media and promotions advice to local organisations, artists and promoters
- Coordinate touring activities including exhibitions, events, and program activity. Booking venues and coordinating details of touring opportunities
- Develop and maintain strong local media relationships

- Communication with stakeholders, public, project participants, arts and creative industries practitioners as a main point of customer service for shopfront, email, mail and phone enquiries
- Work with the Outback Arts Executive to prepare and deliver reports
- Provide support to project staff and contractors to maintain successful project delivery and record keeping requirements
- Complete project funding acquittals and reporting requirements where required
- Work with the Executive and project staff to organise and deliver communications training, cultural forums, touring projects and events
- Attend regional events and project activity

KEY SELECTION CRITERIA

Candidates are asked to respond to the key selection criteria

ESSENTIAL CRITERIA

- Excellent written communication skills including writing material for publication, writing for the media, writing online content
- Excellent oral communication and presentation skills
- Strong interpersonal skills and customer service
- Proven time management and organisational skills and ability to both set and work to strict deadlines, work independently and as part of a team
- High level experience in using computer programs including Microsoft Office; desktop publishing and design software; website management
- Professional experience in managing social media
- Tertiary qualifications in communication, journalism, public relations, creative arts, arts management or the creative industries
- Demonstrated experience working in the arts or an arts-related environment, with volunteers and community based organisations
- A current driver's license and the capacity to travel
- Ability and willingness to work outside normal office hours

DESIRABLE CRITERIA

- Experience in radio presentation
- Experience in use of Adobe PhotoShop and InDesign
- Excellent design skills
- Experience in audio and/ or video editing software
- Experience in developing and maintaining web platforms eg Wordpress
- Experience in email and data management programs
- Demonstrated experience working in the creative arts or an arts-related environment
- Demonstrated experience in sourcing sponsorship/partnership funding
- Experience working with volunteers, volunteer based or community based organisations
- Demonstrated experience in working in a not for profit arts, cultural or community environment
- Relevant tertiary qualifications
- Marketing and media relations skills
- Knowledge of the Outback Arts Region and/or surrounding local government areas.

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Please respond to the following:

Applications

- Response to the Selection Criteria
- Cover letter addressing why you fit the role
- Your CV
- Contact details for three referees

Complete applications should be sent to the Outback Arts addressed to:

Jamie-Lea Trindall
Executive Director, Outback Arts
Email to: rado@outbackarts.com.au
Post to: PO Box 28, Coonamble NSW 2829

Should you have any additional questions regarding the role, please contact:

Jamie-Lea Trindall
Ph: 02 6822 2484 – 0419 629 818
Email: rado@outbackarts.com.au