

## Position Description

<b>Position:</b>	<b>Digital Project Creative</b>
<b>Team:</b>	Across all teams
<b>Location:</b>	The Rocks, Sydney and remotely
<b>Reporting to:</b>	Acting Senior Manager, Museum and Gallery Programs
<b>Direct Reports:</b>	n/a
<b>Organisation Objective:</b>	To support small to medium galleries, museums and Aboriginal cultural centres in NSW to maximise their impact and help create strong and thriving local communities.
<b>Primary Objectives:</b>	This position is responsible for the delivery and oversight of the <i>Let's Get Digital</i> project, funded through Create NSW, in collaboration with the broader M&G NSW team. It also implements a series of training programs on behalf of the organisation for the museums, galleries and Aboriginal cultural centres and keeping places in NSW.
<b>Specific Accountabilities:</b>	<ul style="list-style-type: none"> <li>• Oversee and administer project funding available through the <i>Let's Get Digital</i> project, including the administration of grants</li> <li>• Support and advise prospective and successful funding recipients, including providing advice on design, development and implementation of projects</li> <li>• Plan and deliver digital or physical training programs, including webinars, seminars, workshops and how-to guides, according to sector and funding recipients needs</li> </ul>
<b>Functions &amp; Tasks:</b>	<p>This role is responsible for:</p> <ul style="list-style-type: none"> <li>• Preparing guidelines, application forms and reports for successful administration of the <i>Let's Get Digital</i> funding program</li> <li>• Maintaining records and reporting on the status and progress of funding recipients' projects</li> <li>• Assisting with the curation and distribution of social media, website assets and other promotional material that relate to the <i>Let's Get Digital</i> project</li> <li>• Facilitating connections between project recipients and potential artists/creatives in the regions</li> <li>• Providing advice and assistance in developing digital strategies and programs to project recipients and the broader sector</li> <li>• Planning and delivering digital and physical events and training activities including building partnerships and identifying opportunities, speakers and experts</li> <li>• Providing basic technical advice where required by project recipients and broader sector to encourage the uptake of creative digital programs</li> </ul>

<b>Tertiary Qualifications:</b>	Relevant degree in Digital Media or Communications or 5+ years equivalent experience.
<b>Knowledge and Experience:</b>	<ul style="list-style-type: none"> <li>• Knowledge of managing content creation and production of digital assets in a creative environment</li> <li>• Demonstrated experience in the use of audio and video production and editing software (including Premiere)</li> <li>• Knowledge and experience in the use of social media and web-based tools</li> <li>• Excellent organisational skills and the ability to coordinate multiple projects simultaneously ensuring deadlines and budgets are met</li> <li>• Passion for the digital industry and awareness of digital trends and connections</li> <li>• Working knowledge and understanding of gallery, museum and Aboriginal cultural centres and keeping places sector practice, issues and priorities</li> </ul>
<b>Core Behavioural Competencies:</b>	<ul style="list-style-type: none"> <li>• Ability to work independently and as part of a team</li> <li>• Excellent communication skills, both written and oral</li> <li>• Excellent customer service skills and ability to negotiate desired outcomes including network &amp; client relationship building</li> <li>• Ability to work with both professional and volunteer staff in museums and galleries throughout NSW and beyond</li> </ul>
<b>Core Values:</b>	<ul style="list-style-type: none"> <li>• <b>Respect</b> for Aboriginal people and their right to cultural ownership and more generally for the diversity of opinion and knowledge</li> <li>• <b>Relevance</b> to contemporary cultures, government policy, industry, community and sector needs</li> <li>• <b>Collaboration</b> to develop and deliver services</li> <li>• <b>Inclusivity</b> of diversity of practices, range of knowledge, access, disability and special needs</li> <li>• <b>Integrity</b> be trustworthy, accountable and transparent</li> </ul>
<b>Other Requirements:</b>	<ul style="list-style-type: none"> <li>• NSW Drivers licence desirable as the job-holder will be required to travel within NSW.</li> <li>• Contribute to discussion papers and submissions.</li> <li>• Coordinate and/or oversee one off projects as required.</li> <li>• Provides support in the development and implementation of strategic and business plans.</li> <li>• Ability to work outside of normal hours and weekends on limited occasions for M&amp;G NSW events.</li> </ul>

This is not an exhaustive list of responsibilities and duties.