

## Position Description

<b>Position:</b>	<b>Communications Coordinator</b>
<b>Team:</b>	Communications & Information Resources
<b>Location:</b>	The Rocks, Sydney
<b>Reporting to:</b>	Communications & IT Manager
<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 in assisting with the delivery and maintenance of communications and resources provided by the organisation to the museum and gallery sector and wider audiences. It also implements the marketing and communications strategies of the organisation by maintaining the information, communication and technology resources of the organisation.
<b>Specific Accountabilities:</b>	<ul style="list-style-type: none"> <li>• Maintaining resources and information on the website</li> <li>• Quick turnaround design and layout of the organisation's promotional collateral and publications (electronic and hardcopy)</li> <li>• Assisting with the curation and distribution of museum and gallery sector communications for the public and sector via the website, social media, fortnightly e-newsletter and bulk mail outs</li> <li>• Maintaining the organisation's database</li> <li>• Implementing marketing and publicity of the organisation's events, exhibitions and programs to targeted audiences and assist in the delivery of all programs</li> </ul>
<b>Functions &amp; Tasks:</b>	<p>This role is responsible for:</p> <ul style="list-style-type: none"> <li>• Editing and assisting with the distribution of fortnightly e-newsletter and print materials.</li> <li>• Ensure M&amp;G NSW databases, including contacts, and institutions databases are maintained.</li> <li>• Ensure information resources including distance advisory service, organisations, consultants register, grants and resources webpages are maintained and current.</li> <li>• Production of mailing lists and coordination of bulk email and post mail outs.</li> <li>• Assisting with the curation and distribution of social media.</li> <li>• When required, greet clients and visitors, answer calls; assist with meeting arrangements and respond to general</li> </ul>

	<p>enquiries from the sector and public.</p> <ul style="list-style-type: none"> <li>• Implement external communications strategies including design, marketing and production of printed and electronic materials including M&amp;G NSW corporate stationary and publications</li> <li>• Distributing mail and answering phones</li> </ul>
<b>Knowledge and Experience:</b>	<ul style="list-style-type: none"> <li>• Demonstrated written communication and editorial skills, with a close attention to detail.</li> <li>• Knowledge and experience in design software applications including, InDesign, Photoshop and Illustrator as part of the Adobe Creative Suite.</li> <li>• Knowledge and experience in Microsoft Word, Excel and Filemaker Pro and/or database programs.</li> <li>• Demonstrated communications, marketing and design experience, preferably in a cultural/not for profit environment.</li> <li>• Knowledge and experience in the maintenance of website content using WordPress or similar CMS.</li> <li>• Knowledge and experience in the use of social media and web based bulk email tools.</li> </ul>
<b>Core Behavioural Competencies:</b>	<ul style="list-style-type: none"> <li>• Excellent organisational skills with demonstrated ability to work independently and as part of a team.</li> <li>• Ability to work under pressure.</li> <li>• Strong quality service attitude and approach.</li> <li>• Proven ability to establish priorities, manage a range of tasks and work with strict deadlines in a busy and varied team environment.</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> </ul> <p><b>Integrity</b> be trustworthy, accountable and transparent</p>
<b>Other Requirements:</b>	<ul style="list-style-type: none"> <li>• Ability to travel to other locations when required.</li> <li>• Contribute to discussion papers and submissions.</li> <li>• Coordinate and/or oversees 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.