



ACHAA

Position Description

Position:	Communications and Engagement Officer, Full-Time (35 hours per week) On-going (renewed annually based on performance review) Work from home up to two days per week
Remuneration	\$65,111 (includes leave loading) plus superannuation
Location:	The Rocks, Sydney
Reporting to:	General Manager
Direct Reports:	n/a
About ACHAA	ACHAA is a respected and influential Aboriginal Arts and Culture Peak Body dedicated to promoting, preserving, and advancing the rich cultural heritage and artistic practices of the Aboriginal communities of NSW. We work collaboratively with community-controlled place-based centres, artists, communities, and stakeholders to support and advocate for the sustainability and growth of NSW Aboriginal arts, cultural practices and heritage
Organisational Objective:	Support a member network of resilient and sustainable Aboriginal culture, heritage, language and arts organisations in advancing their community's cultural and creative aspirations building recognition of the value of NSW Aboriginal culture, heritage and arts
Organisational Values:	<ul style="list-style-type: none"> • Diversity – Geographic, Practice, People • Respect – for Country, Culture, Knowledge • Transparency – in Processes and Communication • Forward Thinking – Building Capacity/Using Appropriate Technology • Leadership – Vision and Good Governance • Advocacy/ Influence – Voice, Policy, Planning
Primary Objectives of this Role:	<p>Communications: Smooth delivery of the Communications Plan across multiple platforms enhancing ACHAA's Peak Body position in advocating and promoting NSW Aboriginal culture, heritage and arts; maximising online art sales and regular communication with members and stakeholders</p> <p>Member engagement: Co-ordinating events that benefit members including workshops, conferences, gatherings and art fair participation</p> <p>Other engagement: Support Curatorial and Touring of ACHAA exhibitions; attend occasional industry and stakeholder events</p>

<p>Specific Accountabilities:</p>	<p>Strategic: Develop Communications Plan in collaboration with the General Manager and other ACHAA staff and implement.</p> <p>Content Creation and Co-ordination: Create engaging text and images for repurposing across ACHAA website, social media and newsletters. Co-ordinate and upload other content such as contributed news items, images and linked resources with appropriate acknowledgements and permissions.</p> <p>Content Quality Control: Proof reading and editing of contributed and self-generated content. Monitoring of member uploads and where appropriate implementing or offering suggestions for enhanced engagement for site/social media visitors.</p> <p>Data Analysis: Monitor and analyse communication, engagement and sales metrics to measure the impact of initiatives and make data-driven recommendations for improvement.</p> <p>Database input and Oversight: Creating, maintaining and regularly updating relevant contact databases, customer relationship and sales management systems</p> <p>Media, Information and Research Material Production and dissemination: Including for stakeholder publications: Annual Report and specialised reports and plans; oversee Image Library; Member Profiles and Introduction to ACHAA documents; Impact data and statements; online and print surveys, forms and evaluations, Media Releases; respond to requests.</p> <p>Other Information Requests: respond to sector and general public requests; contribute to grant applications/reporting and submissions</p> <p>Event Co-ordination: Work as part of a team to deliver ACHAA events including physical and online: workshops, conferences, gatherings and art fair participation</p> <p>Exhibition Co-ordination: support the curatorial development and touring of ACHAA member exhibition</p> <p>General Support: Act as a liaison between ACHAA and its membership, external stakeholders, and the wider community as required; Perform other communications/engagement related tasks and responsibilities as assigned by the General Manager including in support of the Memorandum of Agreement with Museums & Galleries of NSW</p>
<p>Qualifications:</p>	<ul style="list-style-type: none"> • Higher School Certificate or equivalent. • Relevant tertiary study or equivalent industry experience desirable
<p>Knowledge and Experience:</p>	<p>Essential:</p> <ul style="list-style-type: none"> • Aboriginality • Knowledge and understanding of Aboriginal cultures and communities, particularly as they pertain to NSW • Strong communication skills, both written and verbal • Event management experience • Strong organisational and time management skills • Proficiency in using Office 365 software package including project management and excel <p>Desirable:</p> <ul style="list-style-type: none"> • Some knowledge and understanding or experience of

	<p>museums/Keeping Places, collections, and galleries (including retail) practices and as they apply to the NSW Aboriginal community-controlled place-based sector</p> <ul style="list-style-type: none"> • Experience in WordPress (for websites) and design software such as Adobe or Canva • NSW Drivers Licence
<p>Core Behavioural Competencies:</p>	<ul style="list-style-type: none"> • Strong attention to detail and accuracy including house style • Ability to work co-operatively and flexibly • Projects enthusiasm and motivation • Responsive to organisational and team needs • Ability to work effectively and co-operatively in a small team and independently. • Ability to work with professional staff, volunteer Board Members, artists and others engaged in the NSW Aboriginal community-controlled, place based sector • Ability to work across multiple projects and tasks to deadlines • Commitment to work in a small team of a member-focussed not-for-profit, sharing ACHAA vision and values as outlined in key documents: Constitution, Strategic Plan and Business Plan (in development)
<p>Specific conditions of employment</p>	<ul style="list-style-type: none"> • Full-Time (35 hours per week) • Permanent (renewed annually based on performance review) • Work from home up to two days per week • Four weeks annual leave pro rata • 10 Days personal leave pro rata • Compassionate Leave and other leave as outlined in the National Employment Standards • Long Service Leave entitlements after 10 years • Code of Conduct in line with ACHAA adopted code
<p>Other Requirements:</p>	<ul style="list-style-type: none"> • Ability to travel to other locations and overnight as required.

TO APPLY:

In your application please include:

- Response to each of the Selection Criteria listed in Essential and Desirable (optional) Knowledge and Experience above (Five pages maximum)
- Resume including contact details for two referees (Four pages maximum)
- Cover letter with your contact details and why you are interested in applying (One page maximum)
- Desirable: Any examples of relevant work (Three pages maximum)

Send your completed application as one file to Steve Miller, ACHAA General Manager stevem@mgnsw.org.au

Applications Close: 5pm Friday 1 March. No extensions are possible.

Inquiries: stevem@mgnsw.org.au