



ARTSPACE

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Woolloomooloo NSW 2011
Sydney Australia

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POSITION DESCRIPTION | COMMUNICATIONS COORDINATOR

POSITION TITLE: Communications Coordinator

HOURS: Monday to Friday 10am to 6pm, with additional hours required from time to time

TERMS OF EMPLOYMENT: Permanent full-time, subject to a six-month probationary review

WAGE: \$55,000 per annum plus statutory superannuation

ARTSPACE VISION

EVER CHANGING, EVER CHALLENGING, Artspace is where audiences engage with the artists and the ideas of our times.

MISSION

Artspace is one of the leading institutions for the production and presentation of contemporary art in the Asia Pacific.

Artspace's mission is to enhance our culture through a deeper engagement with contemporary art. Embracing risk, experimentation, criticality and collaboration, Artspace's multi-platform program facilitates new commissions, exhibitions, performances, artist residencies, public programs, publishing and advocacy.

Underpinned by a commitment to reflecting and advancing social and cultural diversity, Artspace catalyses new artistic visions and enables artists of all generations to test ideas and shape public conversations.

ABOUT ARTSPACE

Established in 1983, Artspace is an independent, not-for-profit contemporary art space that receives government support for its activities from the Federal Government through the Australia Council for the Arts and the State Government through Create NSW, alongside the ongoing and valuable contribution of our dedicated community of partners and benefactors.

ACKNOWLEDGEMENT

Artspace acknowledges the Gadigal people of the Eora nation on whose unceded lands we are situated and pays respect to elders past, present and emerging. We acknowledge those who share borders with the Gadigal, from gadu or saltwater to the east, Dharug to the west, Gundungurra to the southwest, Dharawal to the south and Kuring-gai to the north. Artspace is situated on Yurong, looking out from the shores of Warrane, where we are fortunate to be afforded the space to reflect on the legacies present in this place. We recognise all First Peoples and their continuing connection to land, waters and culture.

POSITION SUMMARY

The Communications Coordinator is responsible for promoting and profiling Artspace through publishing, marketing, public relations, media, social media, strategic partnerships, production and brand management. The Communications Coordinator will work collaboratively with the Artspace team to develop and deliver communication plans, coordinate media activity and develop impactful communication outcomes to build active and engaged audiences with Artspace.

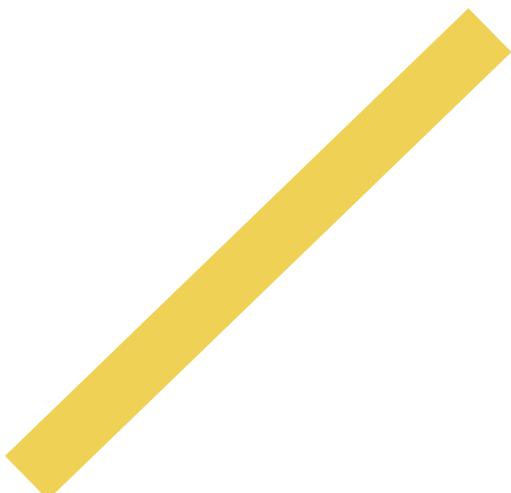
A critical component of this role is the capacity to research and survey Artspace audiences and to develop targeted and innovative campaigns as appropriate. The Communications Coordinator is expected to have copywriting and editing skills; an excellent understanding of print and digital publishing; and an ability to contribute to editorial direction from idea generation through to production. This position is expected to work collaboratively with the Artspace team to deliver the artistic program and business development objectives of the organisation.

KEY ACCOUNTABILITIES

In consultation with the Executive, the Communications Coordinator will:

- Develop, implement and evaluate communication plans within required timeframes and budgets that align with Artspace's priorities, policies and strategies
- Contribute to the development of digital and print content including copywriting, website development, video production and design
- Actively seek publicity opportunities, manage media enquiries, prepare media releases, monitor and address issues and provide responses in a coordinated and professional manner
- Support the preparation of high-quality correspondence, briefs and reports and liaise with the Artspace team on the development of presentations, publications, social media, videos/animations and communication resources as required
- Develop and maintain online platforms and build out digital presence
- Influence the strategic direction of the communications plan and identify new trends and opportunity areas for further work
- Develop all communication resources with consistent and accurate messaging using communications best practice that meets the wide-ranging information needs of audiences, including accessibility
- Develop and maintain effective, professional relationships with internal and external stakeholders

Other Duties

- Represent Artspace at high-level meetings with key stakeholders and colleagues, and other forums and events, and cultivate good relationships with relevant personnel
 - Perform other duties as directed by the Executive
 - Attend after-hours events as required
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SELECTION CRITERIA

Required qualifications and experience

Please submit the following documents with your application:

- Experience in either the arts, entertainment or media sectors
- Excellent oral and written skills and the ability to communicate effectively with stakeholders with high attention to detail
- Demonstrated ability to plan, prioritise and work efficiently to competing deadlines
- Highly developed interpersonal skills with the capability to build strong relationships and demonstrated commitment to stakeholder management
- Self-motivated with highly developed problem-solving skills and ability to respond to ever-changing working demands
- Culturally engaged with a genuine enthusiasm for the visual arts and culture and a desire to make them accessible to diverse audiences
- Computer proficiency (Word, Excel, InDesign, Photoshop and Illustrator)

Experience with content management systems (Umbraco desirable) and online platforms

APPLY NOW

Please submit the following documents with your application:

- Current resume of no more than five pages, including two referees
- A cover letter of no more than one page addressing your suitability for the position
- Answers to the following targeted questions (no more than 500 words each):
 1. What experience have you had working with external stakeholders and at what level?
 2. This role is required to develop communication materials that are reflective of Artspace's vision across artistic programming and business development. Provide an example of a time you have delivered a challenging communications project which involved interpreting information in a dynamic and fast-paced environment with strict deadlines. What strategies did you use to ensure the quality, accuracy and timeliness of your work?

Applications addressing the two targeted questions, a cover letter, resume and two referees should be submitted by 6pm on Monday 14 March to: jobs@artspace.org.au

Enquiries should be directed to Michelle Newton, Deputy Director, 02 9356 0555
or michelle@artspace.org.au

