

Position Description: Marketing and Communications Coordinator

LOCATION:	Bowen Hills, Brisbane
HOURS:	3 days per week (24 hours)
REMUNERATION:	\$60, 000 per annum plus super (pro rata)
CONTRACT:	Part Time (2 year contract)

PURPOSE OF THE POSITION

To coordinate and manage all marketing and communications and associated administrative processes and procedures for **artisan**.

MAJOR DUTIES

- Development and management of **artisan's** Communications, including;
 - Social Media
 - EDMs
 - Press Releases
 - Editorials
 - Website functionality
 - Marketing and database growth and management
- Development and distribution of **artisan's** advertising
- Graphic Design and photo editing
- Assist with Marketing and Communications Strategy
- Any other associated duties

SELECTION CRITERIA

- Tertiary qualifications in communications, journalism, or similar would be well regarded, as will prior learning and experience in a relevant marketing and communication field.
- Experience working on internal and/or external communications activities covering both strategy and communication delivery, preferably within the Arts.
- Ability to write, edit and produce engaging print and online media, appropriate to different audiences within established brand guidelines.
- Proficiency in photo editing and graphic design
- Ability to prioritise and manage competing demands

ADDITIONAL INFORMATION

A flexible working environment is highly valued within the organisation. Occasional evening, early morning or weekend work may be required in this position.

REPORTING RELATIONSHIPS

This position reports to the CEO. Regular consultation with other members of the **artisan** team will be required, including the, Administrator, Exhibitions, Public Programming and Retail staff.

LIAISON AND COMMUNICATION

This position will provide gallery support and may liaise on behalf of **artisan** with artists, curators, sponsors, representatives of government departments and funding bodies, academics, researchers, national and international institutions, writers, speakers and members of the public.

Enquiries: ceo@artisan.org.au

Please send your CV and a cover outlining your suitability for the role to admin@artisan.org.au

Deadline: Tuesday 1 September 2020