

Position Description

Position Title:	Project Officer
Location:	Rubibi (Broome)
Reports to:	Programs and Impact Manager
Supervises:	Nil
Hours:	0.8 FTE
Salary:	\$ 73, 000 – \$ 84, 000 (excluding superannuation)
Benefits:	• 17.5% annual leave loading on base salary. • 12 month's service bonus of \$1000 before tax, pro rata full-time. • 5 weeks annual leave per annum, pro rata full-time. • Annual bonus leave at Christmas subject to Board discretion. • Salary Packaging options with Access Pay
Location:	Must be prepared to live and work in Rubibi (Broome).

This is an Aboriginal and/or Torres Strait Islander identified position under section 50D of the Equal Opportunity Act 1984 - meaning only Aboriginal and/or Torres Strait Islander people are eligible to apply.

About Magabala Books

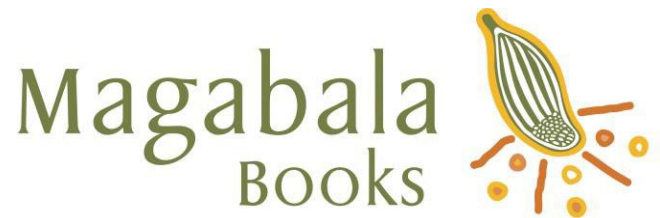
Magabala Books is Australia's leading First Nations publishing house.

Proudly Aboriginal led, Magabala is an internationally-recognised and award-winning publisher based on Yawuru and Djungan Country in Rubibi (Broome) that has been celebrating Aboriginal and Torres Strait Islander stories since 1987.

Currently we publish 18 new titles a year, including children's picture books, junior and young adult fiction, adult fiction, memoir, non-fiction and poetry. More than a publishing house, our unique cultural, developmental and advisory role sets us apart.

Our Approach

We put First Nations people, communities and cultures first:



- We are proud to be Aboriginal led and publish First Nations stories.
- We prioritise First Nations storytellers and creators and their needs.
- Aboriginal people are involved in decision-making at all levels of our organisation.

We create culturally safe and supportive spaces for First Nations people.

We believe in deep listening and redefining what ‘professional’ means. We are timeless, not trendy, and respect the right of First Nations creators to tell the stories they want to tell, and how they want those stories to be shared. Culturally safe, First Nations-led publishing takes time to get right, and no time at all to get wrong. In collaboration with our creators, we work to our timelines, not other people’s.

Our Workplace Culture

Magabala Books has grown to a strong team of 21 staff, with most of our people based in-house at our office in Rubibi (Broome) and others located across Australia. Our workplace culture is safe, open and enjoyable, grounded in collaboration, care and mutual respect. We stay connected across distance through regular online communications, including video calls, chats, emails and collaborative digital platforms. Each year, we come together in Rubibi (Broome) for an all-staff gathering that strengthens our relationships, deepens cultural connections, and aligns our work with the vision of the organisation.

Magabala Key Skills and Knowledge

All Magabala Books staff are required to demonstrate the following:

- An understanding and championing of First Nations publishing and the rights and wellbeing of First Nations creators.
- Appreciation for the culture of Magabala Books and our point of difference.
- Responsive people-skills and ability to contribute to and collaborate with Magabala’s close-knit team.
- An understanding of the difference between colonial load and cultural responsibility and how these can either positively or negatively impact the success of First Nations staff and Magabala as a whole.
- Diligence and industry, being able to work alone and as part of a team.
- Organisation, detail-orientation, flexibility and ability to set schedules and meet deadlines.
- A commitment to the wellbeing of other team members in the management of time, energy and workloads.

About the Role

Magabala Books is a nationally celebrated Aboriginal community-controlled publishing house. We are seeking a motivated person interested in arts administration, with excellent written and communication skills, to join our team as Project Officer. This is an exciting opportunity to support and celebrate the work of Aboriginal and Torres Strait Islander storytellers, writers and illustrators from around Australia.

Reporting to the Programs and Impact Manager, the Project Officer provides project and administration support across a range of functions, including Magabala's cultural and creative development programs, special projects, and community partnerships. The Project Officer has broad engagement with the Magabala team, with the opportunity to contribute to new projects, secretarial support, evaluation and impact.

This role could suit someone at the beginning of their career, with opportunities for training and development or can be adjusted for someone who is the right fit with more project management experience and qualifications. The successful applicant must be passionate about supporting and celebrating the work of Aboriginal and Torres Strait Islander storytellers, writers and illustrators.

Key Tasks

Projects and Program Delivery

- Coordinate Magabala's cultural and creative developmental programs including:
 - a. Creative Development Scholarships, Fellowships and Creative Grants
 - b. The Daisy Utemorrah Award and the Kestin Indigenous Illustrator Award
 - c. Cultural Fund Projects
 - d. Small Seeds book donations
- Support the Programs and Impact Manager in the delivery and development of existing special projects including:
 - a. The First Stories Collective
 - b. Intergenerational Storytelling Project
- Provide administrative and project support for new partnerships and special projects as required.

Fundraising and Profile Building

- Assist with fundraising strategies for new and existing donors, including campaigns, donor communications, reporting and financial administration.
- Work with the Development and Partnerships Manager to assist with research, writing and submission of project grant applications and the preparation of reports and acquittals.
- Develop a good understanding of the publishing and arts industry, with a focus on public and private funding opportunities.

Communications

- Support the promotion of Magabala to new and existing audiences and partners.

- Liaise with potential creators interested in publishing and develop strong relationships with existing Magabala creators and stakeholders.
- With the Marketing team, develop and produce content for social media and other platforms to promote awards, projects and fundraising.
- Assist with the preparation of the Annual Report and evaluation reporting, including Culture Counts surveys.

Community Engagement

- Foster relationships with community members and organisations.
- Work with the Marketing team to coordinate and participate in community events.
- Identify and coordinate community engagement activities locally, nationally and internationally.

General Administration

- Contribute to teamwork and collaboration by being responsive to administrative needs across the organisation, including travel bookings, postage, office archives/filing, publishing libraries, contact registers, IT requirements, and events coordination.
- Attend industry events, conferences and festivals as a Magabala representative.
- Backfill the Retail and Reception role, including customer service, reception, shop sales and web orders, as required.
- Support Board meetings with minute-taking, as required.
- Other duties as directed by the Programs and Impact Manager.

Note: this role does not have any publishing or editorial duties.

To express your interest in the Project Officer role at Magabala, please send your CV/resume (and a quick note about why you're interested) to alarna.maher@magabala.com

If you require any additional information to participate in the process, please let us know in your email.

Applications close 25 October 2025