



CAMPAIGN COORDINATOR

POSITION DESCRIPTION AND HOW TO APPLY

| | |
|--------------------------|---|
| Location | Level 1 The Gunnery, 43-51 Cowper Wharf Rd Woolloomooloo |
| Reporting to | Esther Anatolitis, Executive Director |
| Working with | NAVA staff located in our Sydney office and interstate; key stakeholders, partners and media; NAVA Members |
| Position type | Annual renewable full-time contract with a 3mo probation period |
| Salary details | Starting from \$65,000 pa + 9.5% superannuation + 17.5% holiday leave loading |
| Employment period | From Monday 1 April 2019 |
| Applications due | 12:00pm (noon) Tuesday 5 March 2019 |
| How to apply | Applicants must follow the Application Process below. Indigenous Australians, people from culturally diverse communities, and people with disability, are strongly encouraged to apply. |

NAVA leads policy, advocacy and action for a contemporary arts sector that's ambitious and fair. We're looking for a smart, activist communicator to coordinate key aspects of our Membership, advocacy and other public-facing work so that we can achieve real change. Working closely with the Executive Director, this is a rare opportunity to be both hands-on and strategic, collaborating with a small team for big impact on artists' rights, sector development and arts policy.

POSITION DESCRIPTION

Advocacy and Membership campaigns

- Identify and plan campaign narratives, targets, timelines and key measures
- Maintain collaborative communication among the entire team to ensure alignment between campaigns and the full scope of NAVA's work
- Analyse campaign effectiveness and work with the team to keep improving our approach
- Maintain an astute political and social awareness of the context of NAVA's campaigns
- Liaise with NAVA's Publicist to maximise media opportunities and impact
- Implement strategies that sustain and grow NAVA's Membership and audiences.

Communications

- Coordinate online and print communications including website, enews and social media
- Ensure that everything published by NAVA attributes artists' rights clearly and consistently with copyright and moral rights requirements
- Maintain an active social media presence that engages new and existing audiences, and support NAVA staff in contributing to that presence

- Champion the brand and set the tone for all NAVA communications
- Document and analyse the effectiveness of all communications, media and marketing activity, generating logs and reporting as required, and apply that analysis responsively.

Networks and key relationships

- Track the organisation's key external and media relationships and maintain a current and diverse database
- Secure the Executive Director's meetings and coordinate diary, travel and key correspondence
- Actively identify communities and organisations to encourage campaign collaboration on shared values and broaden our collective reach
- Promote NAVA's programs to existing and new audiences.

Shared responsibilities

- Contribute to NAVA's strategic planning both formally and informally
- Collaborate on the production and facilitation of NAVA events
- Support the NAVA Membership responsively through phone and other queries
- Report to the General Manager on coordinating relevant budgets
- Contribute to an organisational culture of collaboration, inspiration and safe working.

SELECTION CRITERIA

1. Excellent communication skills and exceptional writing skills
2. Initiative and drive, working both independently as well as taking direction as required
3. Great multi-tasking skills while maintaining a keen eye for detail
4. An adeptness for maintaining and leveraging a diverse network
5. Political astuteness in developing impactful yet non-partisan communications
6. A relevant tertiary degree and/or at least five years working in the arts, community, union or government sector
7. A career focus on working towards the values that NAVA champions.

APPLICATION PROCESS

1. After reading through this document and researching the role, when you have further questions please call Penelope Benton, General Manager on 1800 046 282.
2. Your application must consist of a one-page letter outlining your interest and suitability for the role, your statement against selection criteria, a brief CV, and the names and contact details of three professional referees – emailed as a single PDF with your name and the position title as the document's name. Please keep in mind that if you don't address the selection criteria or follow the application process, we won't be able to assess your application.
3. Applications by email only should be sent to pbenton@visualarts.net.au by 12:00pm (noon) on Tuesday 5 March 2019.
4. After the close of applications at noon on Tuesday 5 March, shortlisting will quickly take place, and to be fair to all applicants, no late applications will be accepted.
5. While all applications will be acknowledged by email, only shortlisted applicants will be contacted personally. We appreciate your patience in not contacting us during this time.
6. Interviews will take place on Thursday morning 7 March at NAVA. If you already know that you are unavailable at this time, you must mention this in your covering letter.
7. This role has a latest start date of Monday 1 April 2019. If you already know that you are unavailable for this start date, you must make mention of this in your covering letter, and propose an alternative start date.