



COMMUNICATIONS 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	\$80,000 - \$90,000 pa + 9.5% superannuation + 17.5% holiday leave loading
Employment period	From Monday 2 March 2020 or by negotiation
Applications due	12:00pm (noon) 10 February 2020
How to apply	<p>Please follow the Application Process below (page 3). First Nations Australians, people from culturally diverse communities, and people with disability, are strongly encouraged to apply.</p> <p>First Nations applicants are encouraged to contact Georgia Mokak, First Nations Engagement Coordinator via georgia@visualarts.net.au with questions about the role and/or the organisation.</p>

The National Association of Visual Arts (NAVA) leads policy, advocacy and action for a visual arts sector that's ambitious and fair.

Across everything we do, NAVA is committed to demonstrating the values that artists and the sector demand we uphold, including putting First Nations first; paying artists and arts workers as per the NAVA Code of Practice as a minimum; providing accessible services, resources and events; respecting human rights and dignities; standing against discrimination, harassment and bullying; collaborating and working closely with sector organisations who are committed to raising standards; promoting environmental sustainability through our services, purchases and partnerships and events; and championing bold, rigorous thinking that translates into ethical action.

We are currently looking for an experienced communicator to coordinate our Membership, advocacy and public-facing work so that we can achieve real and lasting change. 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

- Develop and implement strategies that sustain and grow NAVA's Membership and audiences
- 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

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
- 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
- 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. Strategic thinking and political astuteness in developing impactful yet non-partisan communications
6. A relevant tertiary degree and/or demonstrated experience 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 or Georgia Mokak, First Nations Engagement Coordinator on 1800 046 282.
2. Your application is to 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 should be sent to pbenton@visualarts.net.au by 12:00pm (noon) on Monday 10 February 2020.
4. After the close of applications at noon on Monday 10 February, 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.
6. Interviews will take place on Friday 14 February at NAVA. If you already know that you are unavailable at this time, please mention this in your covering letter.
7. This role has a start date of Monday 2 March 2020. If you already know that you are unavailable for this start date, please mention of this in your covering letter, and propose an alternative start date.