



Communications and Advocacy Co-Manager (0.6 FTE Job Share Arrangement)

Location	Any (within Australia)
Reports to	Executive Director
Working with	NAVA staff located in a Sydney office and interstate; key stakeholders, partners and media; NAVA Members
Position type	Part-time/Job Share 22.5 hour / week (0.6 FTE). This role forms part of a structured job share arrangement. Flexible conditions available.
Salary details	\$100,000 pa pro rata + 12% superannuation + 17.5% holiday leave loading

Acknowledgement

The NAVA community is based across hundreds of sovereign nations and unceded lands throughout the continent that has become colonially known as Australia. We pay our deepest respects to all First Nations communities' ancestors and Elders.

Sovereignty was never ceded.
Always was, always will be Aboriginal land.

About NAVA

The National Association of Visual Arts (NAVA) is an independent, not-for-profit, membership organisation which brings together the many voices of the contemporary arts sector to improve fundamental conditions of work and practice. We do this through advocacy, education and the [Code of Practice for Visual Arts, Craft and Design](#) (the Code).

NAVA champions artists' rights as workers and supports artists and arts workers through services including insurance, professional development, the Artists' Benevolent Fund, auspicing and one-on-one advice.

NAVA is committed to creating a welcoming, respectful, culturally safe and non-discriminatory work environment. We strongly encourage applications from First Nations peoples, people from culturally diverse communities, d/Deaf and Disabled people, and parents returning to work.

[NAVA's First Nations Policy 2024-2029](#)

Overview of the position

The Communications & Advocacy co-Manager plays a central role in shaping and delivering NAVA's strategic campaigns, growing Membership, and amplifying the organisation's public presence to achieve meaningful change for artists and the visual arts sector.

This position forms part of a structured job share arrangement. The Communications & Advocacy portfolio is jointly led by two part-time role holders working collaboratively across the week. The current role holder has been in the position for five years and will continue in a 0.4 FTE capacity.

The two co-Managers will share strategic responsibility for communications direction, Membership growth and advocacy campaigns. Clear systems for collaboration, handover and shared accountability are embedded in the role. This position requires a highly organised, collaborative and communicative professional who is comfortable working in shared leadership.

This is not a support role. Both role holders contribute to strategic planning, public positioning and campaign development.

Position tasks and responsibilities

Communications

- Coordinate online and print communications including website, eDMs, media releases, print advertising and social media, in collaboration with the co-Manager.
- Ensure that all published material attributes artists' rights clearly and consistently with copyright and moral rights requirements.
- Maintain an active and engaged social media presence and support NAVA staff in contributing to that presence.
- Champion NAVA's brand and tone across public communications aligning with organisational objectives and target audience insights.
- Document and analyse communications and media activity, generating logs and reporting as required, and apply that analysis responsively.
- Effectively promote NAVA's core activities to expand reach and strengthen NAVA's role in the sector.

Advocacy and Membership campaigns

- Co-develop and implement strategies that sustain and grow NAVA's Membership and audiences with an understanding of current Membership needs
- Contribute to campaign narratives, targets, timelines and key measures that align with organisation's values and mission.
- Maintain collaborative communication with the co-Manager and broader team to ensure alignment between campaigns and NAVA's full scope of work.
- Monitor and analyse campaign effectiveness, adjusting strategy as required.
- Maintain an informed awareness of the political and social context shaping NAVA's advocacy.
- Demonstrated capability to analyse membership data and insights to refine strategies and improve brand visibility and impact.

Networks and key relationships

- Maintain and contribute to a current and diverse database of media and external relationships.
- Identify opportunities for collaboration with aligned organisations and communities..
- Promote NAVA's programs, campaigns and resources to existing and new audiences.

Shared responsibilities

- Participate in structured job share collaboration, including regular handover processes and shared documentation.
- Contribute to NAVA's strategic planning and review processes.
- Support delivery of NAVA events
- Contribute to the implementation of NAVA's First Nations Policy, Reconciliation Action Plan and Disability Action Plan.
- Contribute to an organisational culture of collaboration, inspiration and safe working.

About the job share arrangement

- The Communications & Advocacy role is jointly led across 1.0 FTE.
- Clear systems for communication, shared documentation and decision-making are in place.
- Regular handover time is embedded in the weekly schedule.
- Strategic and operational accountability is shared.
- Flexibility in working days may be negotiated by agreement.

Working with NAVA

NAVA is committed to creating a welcoming, respectful, culturally safe and non-discriminatory work environment. We value diverse perspectives and strongly encourage applications from First Nations peoples, people from culturally diverse communities, d/Deaf and Disabled people, and parents and carers.

This role may particularly suit experienced communications and advocacy professionals seeking a flexible senior role, including practicing artists, portfolio workers and those returning to the workforce.

At NAVA, we believe that a breadth of lived experience strengthens our work and supports our mission to improve conditions of work and practice.

Selection criteria

- Experience working in an advocacy, communications, marketing or media advisory role in an arts, non-profit, government or political context.
- Exceptional writing and communication skills.
- Strategic thinking, with the ability to develop project and campaign plans aligned to organisational strategy, and proactively assessing and responding to risk.
- Initiative and drive, working both independently as well as taking direction as required.
- Ability to maintain and leverage your diverse media and arts network.

- Political astuteness, with the capacity to develop impactful yet non-partisan communications.
- A passion for supporting NAVA's work in championing contemporary arts.
- Great multi-tasking skills while maintaining a keen eye for detail

Application process

For further information, contact Penelope Benton (Executive Director) or Janel Yau (General Manager) via recruitment@visualarts.net.au .

We welcome applications in either written or video format.

Please submit either:

- A 1-3 page written response to the selection criteria outlining your interest and suitability for the role, a 1-2 page CV, and the names and contact details of 3 professional referees; or
- A video (max. 10 minutes) addressing the selection criteria, outlining your interest and suitability for the role, detail of relevant experience and the names and contact details of 3 professional referees.

Send your application to recruitment@visualarts.net.au by 11.59pm Sunday 29 March 2026.

Shortlisting will take place promptly after applications close. Late applications will not be accepted unless arranged prior. While all applicants will receive acknowledgement, only shortlisted candidates will be contacted directly.

Interviews will take place on 9-10 April 2026. If unavailable, please indicate this in your cover letter.