

firstdraft position description

firstdraft

**13-17 riley street
woolloomooloo
nsw 2011
+61 2 8970 2999
firstdraft.org.au**

Firstdraft is supported by the
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Arts NSW.



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information for applicants

Communications & Administration Coordinator

Title: Communications & Administration Coordinator

Hours: 30-36 hrs per week, \$52,000 pro rata (plus 9.5% Super) paid fortnightly

Term of employment: Fixed term contract for 12months, with option to extend.

About Firstdraft

Firstdraft is the leading national artist led organisation supporting the development of emerging and experimental practice. Through a diverse and inclusive program of exhibitions, live events, forums and studios, Firstdraft creates an environment for artists to imagine the expanded possibilities of visual art practices.

Firstdraft is currently seeking applicants for the position of Communications and Administration Coordinator.

Position Summary

The Communications and Administration Coordinator works closely with the General Manager, Program and Gallery Coordinator and Board of Directors to assist in the delivery and implementation of Firstdraft's core programs and supports artists, writers and curators working with Firstdraft.

The Communications and Administration Coordinator performs an administrative role that interfaces with audiences, artists and stakeholders to actively support the organisation in its aims. The position is based at the gallery in Woolloomooloo. Responsibilities include website maintenance, social media strategy and implementation, PR strategy and implementation, and program administration support.

Responsibilities

Website and Social Media management:

- > Source marketing material from exhibitors for exhibitions and public events.
- > Generate and design media for exhibitions and public events and upload on Facebook, Instagram and the website.
- > Generate and design callouts, press releases, mailouts and EDMs.
- > Manage and update website content.
- > Implement and develop Firstdraft's communications strategy.
- > Provide material for all external promotional and media requests.

Gallery Administration:

- > Provide a welcoming and professional audience interface, including giving information on Firstdraft, Firstdraft's Programs, and advocating Firstdraft's aims and objectives.
- > Provide a welcoming and professional working experience for all of Firstdraft's exhibiting artists, curators and writers.
- > Support the General Manager in administrative and organisational tasks to deliver the artistic and public programs.
- > Provide admin support for grant application and acquittals.
- > Facilitate school/community events/talks in the gallery and assist with educational program and local outreach development.
- > Maintain accurate record keeping of program applications and perform administrative tasks associated with program applications.
- > Attend and assist with Firstdraft events as reasonably requested by the General Manager.

In the absence of the General Manager:

- > Act as contact with Chair
- > Oversee staff and day-to-day activities
- > Act as point of contact for key stakeholders

Essential Criteria

- > Proficiency and experience in creating content for, and use social media platforms (Facebook, Instagram, Twitter).
- > Proficiency in Adobe Photoshop and InDesign, WordPress and MailChimp.
- > Ability to implement and develop a marketing strategy.
- > Ability to communicate about Firstdraft's programs to a diverse range of audiences in written and oral format and through talks and presentations.
- > Excellent multi-tasking and organisational skills in the area of gallery administration and/or within the cultural sector.
- > Relevant tertiary qualifications and/or equivalent work experience.
- > Commitment to the support and promotion of contemporary art and artists.

Desirable Criteria

- > Experience in graphic design.
- > Experience in grant correspondence.

Application requirements:

- > Cover Letter (1 page)
 - > Curriculum Vitae (2 pages)
 - > Expression of interest addressing the Essential Criteria (2 pages)
- Please email applications to apply@firstdraft.org.au

**If you would like more information please contact
Tessa Malott, General Manager
tessa@firstdraft.org.au +61 (02) 8970 2999.**

Applications close Friday 23 February 2018.

Visit firstdraft.org.au/joinfirstdraft to apply