

**POSITION DESCRIPTION**

# COMMUNICATIONS OFFICER

|                            |  |
|----------------------------|--|
| <b>Position Title:</b>     | Communications Officer   |
| <b>Unit:</b>               | Marketing  |
| <b>Reporting to:</b>       | Manager, Marketing - Digital Media - Memberships   |
| <b>Direct Reports:</b>     | N/A  |
| <b>Hours:</b>              | 10 hours per week across 2 days, Fixed-term to 31 December 2021  |
| <b>Salary Range:</b>       | \$45k - \$50k + Superannuation (Pro Rata FTE)  |
| <b>Location:</b>           | Ausdance Victoria, 59 Francis St Yarraville, Victoria<br>Offsite locations and / or flexible working may be required |
| <b>Applications Close:</b> | Friday 12 March 2021   |
| <b>Commencement:</b>       | ASAP   |

**Job Purpose**

This role is crucial to the organisation taking on the responsibility of writing all communications for media, EDM's, website, internal documents, acquittals, grant applications and formal correspondence.

**Ideal Candidate**

With a strong focus on creative writing, we require a person with advanced attention to detail, a typing speed of 70+ words per minute, someone who is highly experienced in Microsoft Word and Excel as well as the full Microsoft Suite. The ideal candidate will have hands on experience communicating to media across all platforms and confident in writing, sending & managing media releases and sector updates. An added bonus would be a person familiar with managing communications for an arts organisation, body or company. This role will work 5 hours a day across 2 days a week, so could potentially be the ideal job for someone currently working part time or a person with other life commitments preventing them to work full time.

**Application and Recruitment Process**

Step 1. Download this position description

Step 2. Update your current CV to include you most recent experience (PDF)

Step 3. Prepare a cover letter ensuring to cover the key selection criteria (2 pages max - PDF)

**Step 4. Apply via the recruitment portal <http://bit.ly/CommsLeadAV>**

Step 5. If successful, you will be invited to an interview, either in person or via Zoom

Step 6. You may be asked to attend a second interview

*\* All correspondence will be via email*

*\* We reserve the right to run interviews prior to applications closing*

Ausdance VIC proudly is an LGBTQ+ friendly workplace and strongly promotes diversity and equality in the arts so we encourage applicants of all diversities, ages (of legal working age), abilities and genders to apply. If you need assistance with your application, don't hesitate to reach out to us via [victoria@ausdance.org.au](mailto:victoria@ausdance.org.au)

**KEY ACCOUNTABILITIES**

| Key Responsibilities | Accountabilities  | % of role |
|----------------------|---|-----------|
| Communications       | <ul style="list-style-type: none"> <li>Scope, plan and write all media releases</li> <li>Assist in scheduling and planning of all media communications</li> </ul> | 80%       |

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|                   |  |           |
|-------------------|--|-----------|
|                   | <ul style="list-style-type: none"> <li>• Draft all communications for our website, EDMs, advertising and digital platforms</li> <li>• Draft the organisations acquittals and reports</li> <li>• Draft all Board Paper updates</li> <li>• Draft and manage to content creation for our Annual Report</li> <li>• Contribute to digital media oversight</li> <li>• Contribute to website oversight</li> <li>• Contribute to member and sector communications as required</li> </ul> |           |
| Events            | <ul style="list-style-type: none"> <li>• Attend relevant events as the key point of contact for media</li> <li>• Manage photographers etc. associated with media</li> <li>• Manage all media guest lists, invitations and RSVP's as well as follow ups for all events</li> </ul>   | 10%       |
| Other Duties      | <ul style="list-style-type: none"> <li>• General communication duties</li> <li>• On hand communications advisor to senior staff and management</li> <li>• Proof reader / editor for all communications being sent across departments</li> <li>• Upkeep of communication filing, guidelines and templates etc</li> </ul>  | 10%       |
| Advocacy          | <ul style="list-style-type: none"> <li>• Approach all situations professionally as a representative of Ausdance Victoria with the ambition to educate, inform and learn about the dance industry in our state and country</li> <li>• Act in a manner that promotes equality across the sector and encourages an inclusive environment for all</li> </ul>   | Continual |
| Health and Safety | <ul style="list-style-type: none"> <li>• Take reasonable care of your own health and safety and that of others at all times</li> <li>• Ensure that your acts do not impact others negatively</li> <li>• Comply fully with Ausdance Victoria's policies and procedures</li> <li>• Assist Ausdance Victoria in a complying with WHS laws to maintain a safe working environment</li> </ul>   | Continual |

**KEY SELECTION CRITEREA**

| Education and Qualifications                         | Required | Preferred |
|--|----------|-----------|
| Qualifications in a related field                    |          | X         |
| Knowledge and Experience                             | Required | Preferred |
| + 2 years' experience in a communications based role | X        |           |
| + 2 years' experience in and arts organisation       |          | X         |
| Experience in writing media releases                 | X        |           |
| Experience in managing media relationships           | X        |           |

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|   |                 |                  |
|---|-----------------|------------------|
| Experience writing grant applications, acquittals & reports | X               |                  |
| Experience working within a non-for-profit                  |                 | X                |
| Experience in working cross-departmentally                  |                 | X                |
| <b>Technical and Specialist Competencies</b>                | <b>Required</b> | <b>Preferred</b> |
| Knowledge of Excel, Word and Microsoft Office               | X               |                  |
| Knowledge of Wordpress Websites and Editing Suites          |                 | X                |
| Knowledge of Adobe Photoshop                                |                 | X                |
| Knowledge of the VET and or VCE / VET                       |                 | X                |
| Knowledge of current Social Media / Marketing trends        | X               |                  |
| Knowledge of the Australian dance industry                  |                 | X                |
| <b>Behavioral Competencies</b>                              | <b>Level</b>    |                  |
| Verbal and written communication                            | Advanced        |                  |
| Interpersonal relationship with management and stakeholders | High            |                  |
| Time management   | Advanced        |                  |
| Problem solving and judgment                                | High            |                  |

## WORKING RELATIONSHIPS

|  |
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| <b>Internal Stakeholders</b>   |
| Ausdance Victoria staff, contractors, volunteers and contributors                          |
| <b>External Stakeholders</b>   |
| Victorian dance sector, members, partners, government bodies / agencies and general public |

**Important note:** This job description serves as a guide to the scope and range of activities that may be required. Responsibilities may change at any time according to the needs of Ausdance Victoria.

|                    |                                      |
|--------------------|--------------------------------------|
| Remuneration Level | Level 2                              |
| Date Approved      | 28/02/2021                           |
| Department         | Marketing                            |
| Approved By        | Robbie Carmellotti – General Manager |