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APPLICATION PACKAGE

Position: Communications & Social Media Officer - Junior

Application Close: 12 January 2018

Send to:

Vanessa Hyde – General Manager

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COMMUNICATIONS & SOCIAL MEDIA OFFICER - JUNIOR

SUMMARY

CuriousWorks – Nurturing a new generation of Storytellers

CuriousWorks is a non-profit organisation working at the intersection of arts, community and technology. We collaborate with individuals and communities to give them a voice through theatre, film and various forms of innovative digital art. We enable stories, empower storytellers and build cultural leadership capacity.

We increase **social capital** by building local networks in order to reduce social isolation and improve relationships between diverse groups.

We increase **cultural capital** through artistic production that reflects the depth and diversity of Australia.

We increase **economic capital** through education and skills development to increase opportunities and participation, and address high socio-economic disadvantage.

In 2018 CuriousWorks will be releasing major artistic products across multiple platforms: online, large public screens and spaces, theatres and cinemas. The Communications & Social Media Officer will be responsible for cultivating, maintaining and engaging audiences around these projects, both in the digital and real world.

We're looking for a driven, ambitious and creative individual who wants to take their communication and social media skills to the next level and who is keen to gain valuable real-life experience to help kick-start their career.

People of diverse backgrounds, young people, and those living in western Sydney are encouraged to apply.

POSITION DESCRIPTION

The Communications & Social Media Officer will be responsible for delivering comprehensive communication activity across all media platforms to build and promote the CuriousWorks brand.

Key Responsibilities include:

- Assist in development and implementation of comprehensive media and communications strategies for the CuriousWorks brand and all of the company's key activities;
- Proactively generate and maintain content for CuriousWorks communications channels including website, social media, e-newsletter;
- Write media releases, engage journalists and manage media interviews in the lead up to public presentations of artistic work;
- Work with the CEO, Artistic Director & Community Director to manage the profile of each of the company's programs and generate PR opportunities;



- Build awareness, interaction and engagement with CuriousWorks Programs and Company Brand.

SELECTION CRITERIA

- Tertiary qualifications and/or demonstrated experience in digital media, communications and marketing.
- Previous experience in implementing communication campaigns that build brand awareness, engagement and attendance, preferably in the arts and cultural sector.
- Excellent digital knowledge and skills including, e-communications, social media and other digital platforms.
- High level verbal and written communications skills, including an ability to write original and engaging creative copy.
- Ability to work autonomously as well as within a collaborative team.
- Passion for new technologies, people, story, and diversity.
- A high level of personal integrity
- Experience in Photoshop, WordPress, Mailchimp (Desirable)
- Experience in video, digital or media production (Desirable)

TERMS & CONDITIONS

- Salary is based on \$50,000 p.a. pro rata at 0.6 FTE (three days per week) + 9.5% superannuation
- The incumbent will be appointed for one (1) year dependent on funding. A three-month probation period applies.
- The position is based at Casula Powerhouse Arts Centre, 1 Powerhouse Rd, Casula, NSW.
- The successful candidate will undertake a police check and a working with children check, at their own expense and present this to CuriousWorks at the signing of their contract.

APPLICATION PROCESS

1. Applications are to be received no later than **4pm, Friday 12 January 2018**
2. Application are to be sent by email to: applications@curiousworks.com.au
3. Application are to include:
 - Curriculum Vitae no more than three pages
 - Response to the Selection Criteria no more than three pages
 - Two references
4. Shortlisted applicants will be contacted by 19 January 2018 and interviews will take place 22 January – 2 February 2018.
5. Commencement date: February 2018