



## **Position Description**

### **Projects & Communications Officer**

Full time 38 hours per week 12-month contract position (with possibility to extend beyond the initial 12 months, potentially leading to a longer-term or permanent position).

Additional hours on an as needs basis according to project delivery needs including occasional weekend and evening hours.

The **Projects & Communications Officer (PCO)** position is a key role within the organisation and works together with the Executive Director and Southern Tablelands Arts Board as an advocate for regional arts and cultural development.

As such, the PCO will be required to liaise regularly with arts sector professionals, makers, artists, and producers, Local Government bodies, local arts organisations and members, Regional Arts NSW, The Regional Arts Network of 15 Regional Arts Development Organisations, Create NSW, other funding bodies and the communities of the Southern Tablelands Arts region.

The STA Team work remotely from flexible home office or similar environments and through a series of mobile office locations. The PCO will be able to work from home and connect in person with other team members and the community at various locations.

### **Organisational Relationships**

Reports to: STA Executive Director

Works with: STA team, stakeholders, community.

### **Background**

Southern Tablelands Arts is the peak arts and cultural organisations within the Southern Tablelands region of NSW. The organisation has been in operation since 1997. Core funding is provided by Create NSW and the partnership of up to seven local government areas: Wollondilly, Wingecarribee Shire, Goulburn Mulwaree, Upper Lachlan, Yass Valley, Hilltops Councils and Queanbeyan Palerang Regional Council.

Southern Tablelands Arts works with our members, makers & creative communities to energise and support the living culture of the STA Region. We do this through a rich program of professional services and projects that support, create, educate and advocate for the arts and cultural sector.

Southern Tablelands Arts facilitates the development of arts and cultural projects and initiatives across the whole region, contributing to a rich cultural landscape and increasing participation in arts and cultural activities. It plays a vital role in building cultural community capacity through, advice and advocacy, capacity building and with the forging of key partnerships and networks throughout the region.

## **Operating Principles**

Southern Tablelands Arts is committed to the following operating principles in all its activities:

- Strong collaborative partnerships within & across sectors to deliver arts & cultural development. Support & celebrate First Nations creatives & protection of culture & language.
- The right of people living in & visiting our region to participate in, & contribute to, arts & culture. Professional arts & cultural practice.
- The development of audience by creating & being involved in regional arts & culture across every contributing council community.
- Organisational accountability & responsibility for balancing environmental & social sustainability with sound financial governance.
- Recognition of the economic importance of promoting a healthy creative sector.

## **Purpose**

- STA's core purpose is to be an effective link between Councils, artists, arts workers, creative enterprises & communities, supporting the development of arts & culture across the STA region. STA creates & supports a thriving arts, culture & creative industries through connection, collaboration & specialist advice.

## **Mission**

- At STA we work to maintain & enhance our reputation as the region's most recognised & highly valued arts organisation known for its support & development of thriving creative communities, contributing to the liveability & wellbeing of our region. STA are uniquely situated to connect our region into Western Sydney.
- STA are a valued point of contact for organisations & individuals wanting to be a part of the arts, culture & creative ecosystem of regional NSW & Greater Western Sydney.

## **Guiding Values**

- A commitment to fundamental human rights and social justice
- Recognition that communities are dynamic and unique
- Appreciation and celebration of diversity
- Participation and partnership
- Access and equity
- The past and present is acknowledged in moving to the future
- Creativity, originality and relevance

## **STA First Nations Commitment**

- STA works to promote and support First Nations peoples to achieve creative and cultural outcomes. Acknowledgement of First Nations Peoples of our regions and their continuing custodianship of country.
- STA is committed to working to establish and maintain mutually beneficial relationships with First Nations stakeholders and organisations, using our sphere of influence to feature First Nations culture, enhance employment and opportunities to creatively express and practice culture.
- We promise to learn deeply, listen often and respect the sovereignty of First Nations people.

### **Desirable Qualities Projects & Communications Officer (PCO)**

The PCO is a person who is keen to be part of a small, dynamic, not-for-profit arts organisation based in the Southern Tablelands and Highlands. The PCO is comfortable working from home and in various community based mobile office locations.

The successful candidate will be an energetic and enthusiastic arts professional with administration and project management skills. The PCO has a proactive, can-do attitude.

The PCO must have proficient knowledge in the principles and practices of community cultural development, project design and management, analytical and problem solving skills, an ability to work unsupervised, work on simultaneous projects and within tight timelines and have a sound knowledge of communications and social media.

The PCO must demonstrate excellent interpersonal skills, computer skills with a high proficiency in content development. The PCO will have effective project and time management and effective stress management.

### **Duties/Responsibilities of Projects Officer (PCO)**

#### **Core Program Support Duties**

The **Projects & Communications Officer (PCO)** is a pivotal member of the STA team with key functions including:

- contributing to development and delivery of arts and cultural projects and programs
- contributing to the marketing and promotional activities of the organisation and programs
- contributing to the digital and promotion functions of the organisation
- Manage the administrative duties required for project management such as budgets, correspondence and reporting
- researching funding opportunities and grant writing

#### **Arts Project Coordination**

Be familiar with the [Southern Tableland Arts Strategic Plan 2025 – 2028](#)

- Work closely with the ED and team, contributing to design, development, delivery and evaluation of arts projects, programs and professional development.
- Undertake administration, management and promotions for projects and programs.
- Manage administration support for the Country Arts Support Program including online data entry and reporting and assistance to the ED and Assessment Panel.
- Support the ED in applying for and acquitting funding and grants.
- Design and manage a variety of arts-based projects including setting timeframes, identifying necessary resources, identifying human and financial resources required, risk management, participant booking arrangements, project documenting and evaluation.
- Funding arrangements with Create NSW.

#### **Marketing and Communications**

The PCO will contribute to the Southern Tablelands Arts promotional activities in person, through printed collateral and online through our website and social media.

Main activities include:

- Implement marketing and communication policies and strategies and ensure all visual communications adhere to organisation guidelines.

- Contribute to the organisation's online presence and social media including our regular e-newsletter.
- Compile and maintain listings of grants and funding opportunities to share with our networks.
- Contribute to the STA website in consultation with ED to ensure information is accurate and current
- Compile project and communication reports for the STA Board
- Develop media releases and media engagement.
- Contribute design for reports, annual report, fliers, invitations, presentations, logos and certificates.
- The PCO will liaise with relevant print and electronic media, Contributing Councils and Regional Arts NSW to ensure coordination and cross media promotions for programs and activities.
- Prepare advertising for appropriate print media as required.
- Support other STA team members in effective digital communications and promotion functions.

### **Key Competencies/Selection Criteria**

- Excellent skills working in a digital environment including Microsoft Office and social media.
- General administration skills in a small team environment including filing, database management, correspondence and record keeping
- Excellent customer service skills and phone manner
- Capacity to locate and research information
- Proactive, energetic, enthusiastic and well presented
- An interest in working in the arts and regional NSW
- Hold a current Australian (NSW) driver's licence
- Must be an Australian Citizen
- Be eligible to receive a NSW Working with Children Check
- **Must be keen to have fun and make a difference**