
Position Description: Digital Engagement Project Coordinator (Contract), Flying Arts Alliance Inc

Status: Fixed term contract until end 2021 with option to extend

Aug 2021- Oct 2022, approx. 1-2 days/week equivalent – project based on deliverables

Location: Judith Wright Arts Centre, Fortitude Valley, Brisbane (some travel to regional Queensland may be required - TBC)

Reports to: Program Team Lead & Executive Officer

Purpose of the Role

The Contractor will contribute to the achievement of organisational goals through providing effective coordination for Flying Arts 50th Anniversary project. The contractor will liaise and build relationships with key artist and stakeholders across Queensland to coordinate and create content for the new Flying Arts online platform to be launched in October 2021.

Job Summary

Under the direction of the Program Team Lead and reporting to the Executive Officer, be responsible for coordinating and delivering the 50th Anniversary project. Project brief available on request.

Duties and Responsibilities

Duties and responsibilities include:

- Liaison with artists, arts workers, educators and community stakeholders to request/create content and manage appropriate agreements for use of content.
- Coordinate and curate content for online XR experience for Flying Arts 50th Anniversary project, including landing and introduction pages, and one gallery room by October 2021 (note: online platform has already been sourced and build will be done by platform developers)
- Coordinate and curate other online room experiences as per project brief by October 2022
- Upload content to online platform and provide ongoing maintenance of content as required
- Work with the program and marketing team to integrate and coordinate other program content elements and call-to-actions links
- Preparation of regular reports on project activities for internal and external stakeholders
- Add or update relevant contacts in databases (e.g. Salesforce)
- Archive relevant data and experiences at the end of the project
- Manage and report on evaluation and data analysis of the project

Knowledge, Skills, and Abilities

- Demonstrated knowledge of project coordination procedures including working to a brief and a budget
- High level interpersonal communications skills with exceptional customer service ethic
- Strong creative ability with an understanding of content creation and marketing outputs
- High level organisational and administration skills
- Knowledge of modern office procedures and business communication, including email and phone communication, record keeping, formal letters, invoice and payment procedures and report writing
- Advanced proficiency with a PC computer and various software packages incl Microsoft 365 suite, and in particular proficiency with digital platforms and databases
- Ability to utilise online meeting platforms in particular Teams

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- Ability to liaise and work effectively with diverse client groups and with external third parties and/or stakeholders
 - Ability to work fluently between multiple tasks, establish priorities, work independently and proceed with objectives without supervision
 - Ability to handle and resolve recurring problems, and work well under pressure.
 - Ability to work in a small team in a fast-paced office and online environment

Shared Values Required for Success

- Collaboration
- Respect
- Sustainability
- Flexibility
- Innovation

Key Selection Criteria

Essential

- Qualifications in Marketing and Communications or other relevant qualifications
- Minimum 2-3 years' experience in digital content creation/development
- Experience with project coordination with fixed deliverables
- Experience in engaging and managing diverse clients and third parties in a project
- Exceptional administration, organisational and time management skills
- High level interpersonal communication skills and first-class customer service ethos
- High level computer software proficiency with Microsoft 365 suite and digital platforms
- High level written communications including report writing and data analysis
- Demonstrated ability to work effectively in a small dynamic and agile team
- Demonstrated ability to work collaboratively and share knowledge

Desirable

- Knowledge of regional and remote Queensland
- Experience in arts sector or creative industries

Other Requirements

- Current Driver's Licence (open A class)
- A permanent right to work in Australia
- Ability to work outside regular office hours if and as required
- Ability to travel to regional Queensland including overnight stays, if required