

## PROGRAM AND COMMUNICATIONS COORDINATOR POSITION DESCRIPTION & HOW TO APPLY

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### **About Vitalstatistix**

Vitalstatistix (Vitals) is a vibrant incubator of experimental, multidisciplinary, and transformative art from our home at the Waterside Workers Hall on Yerta Bulti (Port Adelaide), Kurna Country, approximately 15km north-west of Adelaide CBD, South Australia.

Our initiatives support art and artists from across Australia, with a particular focus on feminist, queer and First Nations artists, the development of South Australian artists and practice, and contributing to progressive public dialogue and change.

Vitals' initiatives advocate for expansive artistic practices that feature experimentation, diversity and underrepresented voices, care, collaboration, social engagement and change.

Each year we produce and present performances, residencies, laboratories, events, collaborative projects, and professional development opportunities for artists.

**[vitalstatistix.com.au](http://vitalstatistix.com.au)**

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### **About the Position and How to Apply**

Vitalstatistix is seeking a full time Program and Communications Coordinator.

The Program and Communications Coordinator is responsible for the coordination and communication of the artistic program of Vitalstatistix, including project and artist coordination; event management; volunteer coordination; delivery of marketing, communications and community engagement strategies; and management of the organisation's website and social media.

We are looking for someone with arts sector experience who has the energy and ambition to keep up with a hectic pace, a broad skills set, and a passion for Vitalstatistix's work and values. You will be someone who is quick to take on new and varied tasks, with strong administration and communication skills, lots of initiative, and who thrives in a small, dynamic team.

The Program and Communications Coordinator works closely with the wider team, including the Director of Vitalstatistix, and reports directly to the General Manager. The Program and Communications Coordinator interacts regularly with other staff and contractors, board members, artists, audience members, venue users, and many other stakeholders.

# VITALSTATISTIX

The Program and Communications Coordinator works within a small team and is an important contributor to the smooth running of our busy arts organisation. Out-of-office hours work is a regular requirement of this role.

**Position type:** Annual renewable full-time contract with an initial 4-month probation period.

**Salary details:** Starting at \$63,400 pa + 10.5% superannuation + 17.5% holiday leave loading. Salaries are reviewed and increased on 1<sup>st</sup> January every year.

**Please note:** This position is advertised as one full-time position; however, we are open to job-sharing and other flexible workplace arrangements. Please discuss this with us in advance of applying.

**To apply for this position:** Your application should include a cover letter that tells us why you are applying for this position, including responses to selection criteria, and a current and relevant CV. Please include the contact details of three professional referees and submit your application as one PDF document.

Enquiries and applications should be addressed to Cassie Magin, General Manager, Vitalstatistix, at [cassie@vitalstatistix.com.au](mailto:cassie@vitalstatistix.com.au).

**Applications close at 2pm, Monday 25<sup>th</sup> July 2022. Interviews will take place on Friday 29<sup>th</sup> July 2022 at our home, Waterside Workers Hall.**

Applications will not be accepted via employment or recruitment agencies.

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## Position Description

### Professional Capabilities

1. An understanding of the processes and tasks that enable the delivery and promotion of high quality artistic programs and projects.
2. Confidence in communicating the work of artists and arts organisations to diverse audiences and stakeholders.
3. A high degree of administrative confidence and skill, and an eye for detail.
4. Strong social media skills, including copywriting for, with a focus on Facebook and Instagram. An understanding of website management.
5. Outstanding interpersonal and communication skills that generate teamwork, trust and cooperation.
6. Flexibility, agility and ability to problem-solve to ensure positive results for the organisation.

## Key Roles

1. Coordinate the planning and delivery of the projects and events that make up the Vitalstatistix program, including but not limited to contracting artists, coordinating schedules, monitoring and reporting on budgets, event coordination, box office management, record keeping and reporting.
2. Coordinate the organisation's marketing and communications, including but not limited to developing marketing plans, liaison with external providers, copywriting for online and print publication, development and maintenance of website, and coordination of social media with a focus on maturing the Vitals voice and content and increasing audience engagement.
3. Recruit, coordinate, supervise and support casual staff and volunteers.
4. Contribute to programming discussions and decisions.
5. Assist the Director and General Manager in activities designed to generate funds for the organisation including events and communications with government, business and private funders and other key stakeholders.
6. Contribute to sector gatherings and consultations as appropriate and support the Director and General Manager to represent Vitalstatistix, ensuring that the organisation's reputation and status is upheld at all times.
7. Liaise with artists, technical and production staff, partner organisations, community organisations and other stakeholders, as required.
8. Assist the General Manager in office administration and other tasks as required.
9. Contribute to the collection of statistical data from audiences, users of the venue, participants in activities, and others, and to the analysis of this data for reporting purposes.
10. Work closely with the wider team to ensure artists and other personnel experience a professional, productive, clean and safe workplace, and that the organisation maintains high standards of operation.
11. Contribute to organisational strategic planning, evaluation, and reporting.
12. Contribute to an organisational culture of collaboration and safe working.
13. Any other duties reasonably requested by the Director and General Manager in accordance with the changing requirements of the organisation.

## Competencies and experience (SELECTION CRITERIA)

1. Demonstrated experience in the arts sector, in similar roles.
2. High organisational capacity, including the ability to work across multiple projects, excellent time management skills, an eye for detail and a sense of initiative.
3. Understanding and experience in project coordination, with strong administration skills, liaison with stakeholders, and records, contract, and documentation management.
4. Understanding and experience in the delivery of successful, engaging marketing and communications campaigns.
5. Ability to manage social platforms and website (WordPress) and to develop sophisticated online engagement.
6. Understanding of and an ability to implement community engagement and audience development strategies.
7. Excellent written and verbal communication skills.
8. An understanding of and alliance with the values and artistic work of Vitalstatistix.
9. Knowledge of the Australian arts sector, particularly the independent and small-to-medium sectors and experimental/contemporary performance.
10. Demonstrated interpersonal skills, including the ability to work collaboratively in a small and busy team, negotiation and problem-solving skills, and ability to adapt.