

Enjoy Public Art Gallery

Position Description

Communications & Publications Manager

Hours per week: 32 hours (part-time position)
Job Term: 2 years
Reports to: Curator/Manager and Enjoy Trust

Overview of Role

Established in 2000, Enjoy Public Art Gallery is a leading independent contemporary art space in Te Whanganui-a-Tara Wellington. This role has two important points of focus:

1. To build and promote Enjoy's profile through management of the gallery's communications, online presence
2. To support the Curator/Manager in day-to-day gallery operations, administration, exhibition and publishing programme development and delivery, while also upholding the aims and values outlined in the Enjoy Vision and Mission statements below:

Vision

Enjoy generates and facilitates contemporary art projects to promote the discourse of contemporary art practice in all its forms.

Mission

Enjoy is liberated from commercial constraints in order to provide both emerging and established practitioners with opportunities to develop innovative work. Enjoy works to provide the necessary critical support, resources and audience development to realise quality projects in dialogue with contemporary practice both nationally and internationally.

The Communications and Publications Manager will work closely and collaboratively with the Curator/Manager and trustees to implement Enjoy's strategic vision. Reporting initially to the Curator/Manager and directly to the trustees as required, the Communications and Publications Manager will promote and develop discourse around Enjoy's exhibitions, publications and other programming. This includes building relationships with key arts and cultural organisations, artists, writers, designers, volunteers, media and the Enjoy community.

You will also be responsible for Enjoy's online presence: implement the gallery's Digital Strategy, producing content for and publishing to Enjoy's website, Instagram, Facebook, blog, video channel and other social media accounts.

Working with a range of contributors including artists, writers and designers, you will work with the Curator/Manager to develop Enjoy's publications programme and will oversee aspects of these

projects such as scheduling, commissioning, editing, proofing, design, printing and distribution. Alongside these activities, you will provide administrative support for the delivery and development of Enjoy's programming, including overseeing Enjoy's volunteer programme.

Key Skills and Experience

Essential

- A strong and well-developed interest in and engagement with contemporary art, in both national and international contexts
- Interest and experience in developing contemporary art writing or curatorial projects
- An ability to think critically and creatively, and to problem-solve
- A relevant tertiary qualification in fine or visual arts, museum studies, art history, design, publishing/communications, or creative writing, or another relevant field
- Writing and editing experience
- A good working understanding of the web including website maintenance and management skills, blogging and using social media such as Facebook and Twitter in a professional context.
- Solid knowledge of Microsoft Office suite, Mailchimp and Adobe Suite.
- Excellent written and oral communication skills, including the ability to talk to media
- The ability to recruit and manage other contributors to projects, including artists, writers, designers and printers
- Excellent time management skills and an ability to plan ahead to execute tasks within sometimes tight timeframes
- Excellent self motivation and the ability to work both autonomously, and as part of a small, energetic and committed team
- Proven ability to work collegially and respectfully to resolve challenges as they arise
- A willingness to learn and expand on relevant skills, particularly in relation to website management

Desirable

- Primary web skills, including experience with web content management systems (Django) and backup processes.
- Familiarity with Google Analytics
- Graphic design skills or experience
- Basic gallery installation and video editing skills
- Experience with editing and publishing video content online, and familiarity with Adobe Creative Suite.
- Knowledge of HTML

Key Areas of Responsibility

Writing/Publications Tasks

- Solicit and produce written critical responses to Enjoy projects and events as required
- Lead the development of new and ongoing publication projects, working with writers, designers, photographers and printers
- Implement publication strategies in conjunction with the Curator/ Manager and Trustees

- Develop and implement publication timetables and budgets in liaison with the Curator/ Manager in the first instance and Trustees as required.
- Co-ordinate the production and distribution of Enjoy publications both online or in print, sourcing new retail opportunities and online publishing strategies.
- Coordinate high-quality documentation and an archive of all projects, events, reviews and media coverage

Communications/Publicity Tasks

- Develop and implement a marketing and publicity plan in consultation with the Curator/ Manager and Trustees Manage the website, blog and social media presence, as well as implementing Enjoy's overarching Digital Strategy
- Develop and maintain relationships with key stakeholders including the media and arts community
- Develop promotional information for projects and events, including writing promotional and/or critical texts and sourcing images from artists
- Proactively initiate publicity of Enjoy and its programme by liaising with the media, seeking new audiences and publication opportunities both locally, nationally and internationally
- Manage both the online and physical exhibition and media archives and data back ups
- Maintain databases of media contacts, Enjoy supporters and key community contacts

General/Administrative Support Tasks

- Manage Enjoy's volunteer base and internship programme
- Be available for occasional gallery sitting on Saturdays
- Liaise and report regularly to the Curator/ Manager and Trustees of Enjoy
- Assist with the organization of and attend public events after business hours at Enjoy and in other locations as required
- Maintain excellent time management and future planning skills
- Prepare monthly digital engagement reports
- Implement Enjoy fundraising initiatives under the direction of the Curator/Manager and or board of Trustees as required
- Coordinate the annual Buy Enjoy fundraiser
- Oversee the implementation of Health and Safety best practice and prepare monthly health and safety reports
- Display excellent team and problem-solving skills: contribute to, respect and support group decision-making processes when they arise and work in a collaborative manner.
- Be willing to complete any other tasks as requested by the Trustees and Curator/ Manager

Salary range

\$20.20 - \$22.00

To apply

Please submit a CV and cover letter addressed to the Enjoy Trust at trust@enjoy.org.nz

Applications due 5pm, Sunday 15 July 2018