

Enjoy Contemporary Art Space

Position Description

Communications Manager

Hours per week:	28 hours (part-time position)
Job Term:	2 years
Reports to:	Managing Director and Enjoy Trust
Pay:	\$26.50 per hour

About Enjoy

Enjoy Contemporary Art Space is a leading independent contemporary art space located in the centre of Te Whanganui-a-Tara Wellington, Aotearoa New Zealand. Born from the initiative of artists, Enjoy generates and facilitates artistic experimentation, to support the creation of new work, challenge artists to take new steps, and promote critical discourse around contemporary practice in Aotearoa.

Established in June 2000, Enjoy is an artist-driven organisation focused on artistic experimentation and giving artists space to take risks, while striving to support artists as sustainably as possible. This kaupapa is carried out through exhibitions, an annual residency, an open call for proposals, offsite projects, public programmes and publications.

Overview of Role

The Communications Manager would be an enthusiastic expert in promoting Enjoy, its people, its story and its kaupapa, working closely and collaboratively with the Managing Director to implement Enjoy's strategic vision in a creative and high-profile way. Reporting initially to the Managing Director, the Communications Manager will promote and develop discourse around Enjoy's exhibitions, publications and other programming in order to put Enjoy on the map, both in the city and (inter)nationally. The Communications Manager will increase our (online) visibility and know how to reach new audiences. This includes building relationships with key arts and cultural organisations, artists, writers, designers, volunteers, media and the Enjoy community.

This role is a versatile and challenging position for an average of 28 hours per week. We can develop a flexible schedule so that this role can easily be combined with other (freelance) jobs. Enjoy Contemporary Art Space strives for a team where as many different experiences and perspectives as possible come together. Preference is given to the candidate who strengthens the diversity within the team.

Key Skills and Experience

- You will ideally have at least 2 years of relevant work experience in the creative sector (with a gallery space or similar role) and experience in developing strategic communication plans
- An understanding of the Arts Sector in Aotearoa and a strong interest in and engagement with contemporary art in local, national and international contexts
- Demonstrate commitment to te ao Māori and mana whenua relationships
- An ability to think critically and creatively, and to problem-solve
- Writing and editing experience
- A good working understanding of the web including website maintenance and management skills, blogging and confident use of social media such as Facebook and Twitter in a professional context.
- Solid knowledge of Microsoft Office suite, Mailchimp and Adobe Suite.
- You can communicate excellently in English and/or Te Reo Māori
- Excellent written and oral communication skills, including experience working with media
- 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
- Is people-focused, and committed to looking after Enjoy's existing relationships with artists, funders and community stakeholders, as well as developing new audiences, through considered communications approaches
- Proactive, flexible, stress-resistant and result orientated

Desirable

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

Key Areas of Responsibility

- Coordinate high-quality documentation and an archive of all projects, events, reviews and media coverage
- Develop and implement a marketing and publicity plan in consultation with the Managing Director
- Devise and execute original and innovative campaigns
- Manage all Enjoy's communication channels, such as the website, mailings and social media
- Implement 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 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
- Take care of documentation and registration of our activities
- Collaborate with artists, makers, and external designers
- Liaise and report regularly to the Managing Director
- Contribute to our sponsorship and donation policy
- Contribute to grant applications and reports
- Maintain excellent time management and future planning skills
- Prepare monthly digital engagement 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 Managing Director