



## **JOB DESCRIPTION**

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Title:	Performance Space & Force Majeure <b>Marketing and Project Coordinator</b>
Hours:	Part Time and Full Time, Job Share
Basis of employment:	Contract – July 2017 – June 2018
Salary range:	\$55,000 - \$58,000 per annum, plus superannuation, pro rata

Performance Space's standard Terms and Conditions of Employment form part of this job description.

Applications close Thursday 27<sup>th</sup> July at 5pm

### **About the Role**

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**This role is kindly supported by Create NSW as part of the Aboriginal Employment Program.**

**This role is open to Aboriginal and Torres Strait Islander applicants only.**

Projects will include:

Roll out of the marketing plan for Liveworks Festival of Experimental Art  
Project management of Performance Space's new Indigenous Leadership Exchange Program

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### **About Performance Space**

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Performance Space is the crucible for risk-taking artists. Emerging over 30 years ago in response to artists' articulated desire to explore and investigate new forms of art, Performance Space has consistently identified, nurtured and presented new directions in contemporary practice. We champion risk, experimentation, and new modes of creative expression. Performance Space continues to evolve and renew to meet the needs of the independent sector and explore new models for developing and presenting the most critical and important new work.

The breadth of our organisational and artistic activity is informed and underpinned by a commitment to diversity. Performance Space embraces a diversity of artistic and cultural perspectives as being fundamental to a vibrant and engaging experimental arts culture. We therefore privilege the work of Aboriginal artists, practitioners from diverse cultural backgrounds, artists exploring new takes on sex and gender, disability and artists pushing the boundaries of the human through experiments with new technology.

### **OUR VISION**

To be a world leading experimental arts organisation, championing new developments in artistic practice and connecting artists and audiences with the most dynamic and innovative new work across the Asia Pacific to expand our understanding of what contemporary art can be.

Performance Space is supported by the Australian Government through the Australia Council, its arts funding and advisory body and the New South Wales Government through Arts NSW. Performance Space is an anchor tenant at Carriageworks.

## **About Force Majeure**

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Led by Artistic Director Danielle Micich, Force Majeure produces critically acclaimed dance theatre.

Using its trademark blend of text and movement, the company makes original dance theatre works reflecting Australian life in all its diversity, by exploring and questioning contemporary culture using intelligence, humour and insight.

A resident company at Carriageworks, the company has set the standard for movement based theatre in Australia. Force Majeure has presented major works with Adelaide Festival, Belvoir, Melbourne Festival, Sydney Festival, Sydney Theatre Company, Lyon Biennale de la Danse, Place des Arts Montreal, Dublin Theatre Festival and Seoul Performing Arts Festival.

Force Majeure is committed to supporting the development of dance theatre in Australia. The organisation has nurtured the independent dance careers of Kristina Chan, Ghenoa Gela and Byron Perry.

## **Marketing and Project Coordinator: Duties**

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The Marketing and Project Coordinator will work part-time on a project basis between Performance Space and Force Majeure at Carriageworks.

At Performance Space, the Marketing and Project Coordinator works closely with the Marketing and Development Manager and the Performance Space team is the primary point of contact between Performance Space and our audience, subscribers and key stakeholders; in particular, donors, funders, sponsors and philanthropic organisations.

This role also assists in the delivery of the strategic marketing plan for the Liveworks Festival of Experimental Art. Covering all areas of communications including social media, e-news, website, media and working with internal and external partners to deliver the comprehensive marketing and communications plan.

At Force Majeure, the Marketing and Project Coordinator will work closely with the Force Majeure team in coordinating and delivering upcoming projects, providing administrative support to the Executive Producer and Artistic Director, and assisting the Marketing Manager with marketing duties and campaigns.

### **Marketing:**

- Reports to the Marketing and Development Manager at Performance Space
- Reports to the Executive Producer at Force Majeure
- Works with the Marketing and Development Manager to manage events for the Liveworks Festival
- Assists the Marketing and Development Manager, and the Ticketing and Front of House Coordinator with audience development strategies and implementation

- Assists in the delivery of the Performance Space marketing and communications plan, including innovative strategies across platforms to engage new audiences and retain existing audiences
- Delivers innovative electronic and print marketing materials that promote Performance Space's programs and activities across digital platforms: concept and content development; collating, copywriting and editing; design and print management; distribution and cross-promotion
- Maintains Performance Space's online presence through the maintenance of our website, social networks, listings, and other digital marketing as appropriate

Works with our key external stakeholders including - publicist, Carriageworks marketing team, designers, marketing and media consultants, as well as any staff and volunteers working on marketing and development projects

- Undertakes general duties as required including office administration, general enquiries and attending staff meetings
- Assists the Force Majeure Marketing Manager with rolling out project marketing campaigns
- Undertakes website and digital marketing duties

#### **Project Coordination:**

- Works with the General Manager and Artistic Director to deliver the Indigenous Leadership Exchange program 2017-2018
- Provides administrative support for the team to roll out the meetings and engagement plan for the exchange.
- Assists the Executive Producer and Artistic Director in the delivery of upcoming projects in late 2017 and early 2018, and with general administrative duties across all aspects of Force Majeure business.

#### **Marketing and Project Coordinator: Person Specifications**

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This role is open to Aboriginal and Torres Strait Islander applicants only.

It is **essential** that the **Marketing and Project Coordinator** has:

- excellent organisational and administrative skills
- proven marketing and communication skills
- a high level of oral and written communication including copywriting and editing skills
- experience in developing effective marketing collateral across print and electronic media (experience with indesign and the adobe design suite)
- Strong attention to detail
- knowledge of social media and experience using social media for marketing purposes
- demonstrated initiative and an ability to problem solve in the work-place
- experience in office administration

- ability to prioritise and to juggle competing demands
- excellent computer skills, including experience of word processing, spreadsheets, databases and mail clients
- experience in itinerary planning and travel booking

It is **desirable** that the **Marketing and Project Coordinator** has:

- experience of event delivery
- experience in digital marketing campaigns
- knowledge of or interest in the arts
- experience working in a small organisation
- experience working with Mac computers, Adobe suite, especially InDesign and Photoshop.
- **knowledge of dance and/or interdisciplinary art forms**

### **To Apply**

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To enquire about this post, please call Emmaly Langridge on 02 8571 9112. Or email [emmaly@performancespace.com.au](mailto:emmaly@performancespace.com.au)

To apply for the post of Marketing and Project Coordinator please send us:

- a curriculum vitae (cv) of no more than two pages;
- a statement of no more than two pages that:
  - addresses why you would like to work for Performance Space, and
  - illustrates how your skills, knowledge and experience match the duties and person specifications.

Please ensure your full contact details including phone number and postal address, are included in your cv or covering email.

Email your application to [emmaly@performancespace.com.au](mailto:emmaly@performancespace.com.au) providing all attachments as pdfs.

Applications close Thursday 27<sup>th</sup> July at 5pm

Performance Space and Force Majeure are committed to equality and diversity, through our program of activities and as an employer. Our practices and procedures aim to reflect the varied needs, expectations and culture of all members of our community. We make every effort to ensure that no member of the community receives less favourable treatment in our recruitment or when accessing our services on the grounds of gender, gender identity, disability, race, religion or belief, age or sexual orientation.