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**Position Description: Communications Manager**

**Reports to** CEO

**Purpose** Works collaboratively with the AAA team to develop and deliver

communications and advocacy campaigns, share information, and administer websites and social media platforms.

**Duties and Key Responsibilities**

* Manages all aspects of AAA external communications, including the administration of AAA websites and social media platforms.
* Develops and delivers communications and social media campaigns to increase audience and member engagement and build the profile of AAA.
* Researches and prepares advocacy and change campaigns including creative message development, media releases and position papers in consultation with the CEO and relevant staff, and liaises with media
* Facilitates the design of accessible marketing and communication materials in universally accessible formats in consultation with the CEO and relevant staff.
* Writes and distributes quarterly newsletter, news articles in consultation with the CEO and relevant staff.
* Administer COMS email correspondence, respond to requests for information or direct to appropriate team members.
* Provide monthly progress reports and data on audience reach and social media engagement.
* Participate in monthly supervision and team meetings, and other cross functional working groups as required.
* General administration, record keeping and documentation, and other duties as required.

**Skills and Experience**

**Essential**

* Displays attitudes and behaviours that align with Arts Access Australia’s vision and values, and commitment to creating access to the arts for people with disability.
* Experience in a similar role, and highly proficient in using website and social media platforms such as Wordpress, Mailchimp, Gmail, Facebook, Twitter and Hootsuite.
* Professional communication style, demonstrated excellence in consumer engagement and customer service, ability to communicate to diverse audiences.
* Demonstrated understanding of W3C access guidelines, universal access, as well as accessible communication formats.
* Creative flair for designing campaign messages and universally accessible promotional materials (ability to use Photoshop or similar design platform would be advantageous).
* Strong written communication skills, ability to research and write press releases, position papers and news articles.
* Strong organisational and time management skills, capacity to work independently and deliver outcomes in a timely manner.
* Confidence in using Microsoft Office programs, online records management systems such as Dropbox; online meeting apps such as Skype and Zoom
* Ability to work independently, as well as work collaboratively in team environments.

**Desirable**

* Bachelor degree in Communications, Arts Management or equivalent.
* Experience and an understanding of the in the Arts and Culture setting, preferably with artists with disability.
* Lived experience of disability is considered an advantage in this role.

**Additional requirements**

* Appointment to this position is subject to a National Police Clearance.
* Capacity to work remotely, this position requires working from home or other suitable office space.
* Independent travel /capability to travel interstate, as required.