

Role Description

Communications Manager

About Paper Mountain

Paper Mountain is an artist run initiative operating from Whadjuk Noongar Boodjar (Perth), dedicated to supporting emerging artists, building exploratory creative practices and presenting community arts work. We offer studios for hire, a curated gallery program, co-working spaces, creative workshops and events. We hope to build a supportive and friendly community of creative workers from many backgrounds.

POSITION

Role:	Communications Manager
Location:	Upstairs, 267 William St, Northbridge WA 6003
Commitment:	7-12 hours/week or as needed by the Organisation
Last Updated:	January 2020
Reports to:	Co-directors

The Communications Manager is responsible for overseeing the activities of and working with the Communications team. This involves sharp project management and creative leadership of marketing campaigns relating to Paper Mountain's three core functions - the Gallery, Studios, and the Common Room – and other projects as directed by the Board. This includes, but is not limited to, our annual Art Auction and our Fringe World program.

RESPONSIBILITIES

The main responsibility of the Communications Manager is predominantly to facilitate the strategic direction of the Marketing Team within the organisation, including the delegation of tasks to team members as detailed below;

- Develop and manage Paper Mountain's communications strategy, including: Paper Mountain's website, printed material, social media, email, and original content creation.
- Reconcile project schedules and delegate tasks to relevant Communications staff.
- Ensure all external communications (e.g. email newsletters, media releases, website copy, application documents) adhere to Paper Mountain's style guide and brand voice.
- Manage the Communications staff, lead creative and constructive discussions.
- Ensure delivery of marketing items in a timely manner and at a high standard.
- Regularly report to the Co-directors on current projects, issues and forecasts.
- Ongoing research for new marketing opportunities.

RELATIONSHIPS

- Co-directors
- Marketing & Media Officer
- Graphic Designers
- Web Administrator
- Gallery Manager
- Events Coordinator
- Studios Coordinator

SELECTION CRITERIA

Essential

- Excellent communication skills.
- Fluent with visual arts language and on the pulse with industry and social trends in Perth.
- Experience and extensive knowledge on integrated marketing communications, new media, PR, graphic design.
- A good eye for detail, and highly organised.

Desirable

- Practical experience with the Adobe Creative Suite, Wordpress, or other CMS.

BENEFITS OF TAKING ON THIS ROLE

We acknowledge that this is a volunteer role and is entirely unpaid. Without the Paper Mountain volunteer roles we could not exist. You are here to help lift up our organisation and in return we want to support you:

- Access to Paper Mountain's professional networks.
- Mentorship and skills development in arts management.
- Access to Paper Mountain's co-working space and facilities, including:
 - 24 hour access.
 - WiFi, printing and photocopying, kitchen, workshop facilities.
 - Discounts on events, workshops and seminars.
 - A sense of wellbeing that comes from being part of a safe space with a growing creative community.