

# Community Engagement Coordinator

## Fixed Term Maternity Cover

*We are looking for an arts and community enthusiast with a great attitude and creative approach to problem solving. This role is fixed term to provide maternity cover for our Community Engagement Coordinator.*

*The Arts Village is an arts-based non-profit community organisation in Rotorua; last year more than 23,350 people got involved in our spaces through workshops, classes, events and activities. We also had more than 300 local artists exhibiting their work on our walls across 20 exhibitions.*

*Our team is small, positive and often work together to hustle and get things done. The Community Engagement Role is directly involved with lots of the planning/delivery of our events and activities and as such the day-to-day can be super diverse. The Arts Village is a unique and rewarding environment, with staff often working alongside the rest of our team, artists and other community members to develop projects.*

6 Months Fixed Term (7th February 2018 to 31st August 2018).

Minimum 32 hours per week.

Applications close: 4pm, Wednesday 20th December 2017.

### **Position Purpose:**

To manage the schedule and delivery of activities and events at The Arts Village including Classes, and the School Holiday Programme. To work within approved budgets set by the Finance Manager for all projects. To continue to develop and implement The Arts Village Volunteer Programme, and ensure volunteer roles are supported where needed. To work with Management on the development of the exhibitions programme. To actively communicate with users, the public, and other key stakeholders.

### **Key Accountabilities:**

- Develop approved projects from the Annual Action Plan and manage their delivery and evaluation.
- Manage the schedule for Exhibitions, Classes, and Floor Talks.
- Manage & develop School Holiday Programme: set activities, assign tutors, create holiday programme marketing material, and work with administrative role to liaise with tutors and purchase materials.
- Support artists and user groups who engage in our programmes and events.
- Create promotional material within branding templates for planned activities and events including posters, postcards, flyers and press releases.
- Develop framework for events and projects outlining key responsibilities and dates for planning, promotion, delivery and evaluation.
- Build relationships with key local media contacts and liaise with media for upcoming events and promotions.
- Work with manager and Project Support Staff to meet Risk Management and Health and Safety obligations for event delivery.
- Work with other staff members to keep Website and Social Media up to date.
- Understand and work within the Strategic Plan and Annual Action Plan

- Assist with day-to-day administration tasks: inputting bookings, taking payments and answering the phone.
- Continue to develop processes for day-to-day volunteer administration:
- Continue to develop The Arts Village's volunteer strategy and recruitment process, and work with other staff to induct, train, and arrange supervision.
- Work with the General Manager and Project Support Staff to coordinate the volunteer schedule alongside the Annual Action Plan of events and activities.

### **Position Competencies:**

- Friendly and personable with a positive attitude and cool head for responding to anything that might arise. Strong customer service skills.
- Demonstrated ability to develop and deliver events.
- Able to work on a number of projects at once.
- Clear and personable communication skills.
- Networking and marketing experience.
- Friendly phone manner and prompt and organised email communication skills.
- Able to take direction, delegate and follow-up on tasks.
- Demonstrated ability to think in innovative ways to provide a creative approach to problem solving.
- Able to create plans, set objectives and work with a team to meet deadlines.
- Able to liaise with community groups and key contacts from all backgrounds, and experience working in a multicultural environment.
- Enthusiastic and supportive team member, works well with other staff and volunteers.
- Experience working in at least one of the following fields; the arts, event management, communication or community development.
- High level of computer literacy skills, specific experience in the following is beneficial:
  - Word processing, using spreadsheets and working with images.
  - Knowledge of Mac Computer Systems
  - Adobe Indesign.
  - Facebook, and other social media applications.
  - Google Drive, Google Sheets and other Google for Work applications.
  - Mailchimp and Squarespace.

Training will be provided in all of our systems to the successful applicant.

### **How to apply**

Applications close at 4pm on Wednesday, 20th December. To apply please send a one page cover letter and a brief CV (max. 3 pages) through before the closing date.

Any questions or applications to be sent to:

Mary-Beth Acres (General Manager)

P: 07 343 7108

E: [manager@artsvillage.org.nz](mailto:manager@artsvillage.org.nz)

The Arts Village - 1240 Hinemaru Street, Rotorua 3010, Aotearoa.