

Role Description



Position Title Network Support Officer

Position Number CUL079

Purpose of Role

Support the operation and promotion of Council's museum and gallery network, working with internal teams, stakeholders and suppliers to create exceptional visitor experiences.

Specific Responsibilities

Collate content, produce and deliver printed promotional items, information for marketing and communication purposes, and e-newsletters.

Maintain the galleries and museums content on the Council website, ensuring that all information is consistently current and accurate.

Support the delivery of network-wide projects and initiatives.

Create and distribute e-invitations for all network openings and events, including the maintenance of a contacts database.

Provide day-to-day support for the ongoing network operational requirements, including the dissemination of information and photo library maintenance.

Create and disseminate materials to support venue operation, including temporary signage and templates for in-house production.

Work Experiences and Skills – essential

Demonstrated relevant experience in a similar role or a role requiring a similar skill set.

Demonstrated understanding of design and communication principles relevant to the arts.

Well developed time management and project coordination skills.

Demonstrated ability to use the Microsoft Office suite of programs and the ability to develop proficiency with Council's corporate systems.

Well developed people and relationship skills with demonstrated ability to work in a team environment communicating and motivating effectively at all levels of the organisation, contributing to a positive work environment with a strong focus on provision of quality visitor experiences.

Academic, Trade Qualifications and other Licences – essential

Certificate III in Arts Administration or other relevant field.

Current C class driver's licence.

Recordkeeping

In accordance with Council's recordkeeping guideline, ensure that full and accurate records are made of all business transactions conducted on behalf of Council and that these records are appropriately kept and stored in the appropriate corporate information management systems.

Health, Safety and Environment

Ensure your safety and that of your work colleagues at work whilst complying with Council's workplace health and safety policies, procedures and practices. At no time are you to perform work duties in an unsafe manner. You must always ensure all risks associated with your work tasks are identified and control actions are implemented before work commences.

Network Support Officer

CUL079

Page 1 of 2

Work Location

You may be required to perform your role from any work location within the region.

Diversity Undertaking

You may be required to perform duties outside the specific responsibilities within the limits of your skill, competence and training.

Organisational Expectations

