

Liquid Architecture

Position Description

Publishing and

Communication Coordinator

ABOUT LIQUID ARCHITECTURE

Established in 1999, Liquid Architecture is an Australian organisation for artists working with sound. We investigate sound itself, but also the ideas communicated about, and the meaning of, sound and listening. Our artistic program stages encounters and creates spaces for sonic experience, and critical reflection on sonority and systems of sonic affect. To do this, we host experiences at the intersection of contemporary art and experimental music, supporting artists to produce performances and concerts, exhibitions, talks, reading groups, workshops and recordings in art spaces, music venues and other sites. In addition to our artistic program, we also publish through our online journal, a platform for new thinking and writing on listening and sound. We commission new writing, profiles, arguments and dialogues, and encourage experiments in 'sound for the page'. Liquid Architecture is curatorially driven and our methodology embraces research, collaborations and imaginations. We want to echo beyond local conversations, problems, debates and questions, to reverberate across media and disciplines, and so to sound out new discourses about the audible world, and beyond.

ABOUT THE ROLE

- The Publishing and Communication Coordinator extends the reach and impact of LA's artistic program, publishing activities and digital platforms
- Part-time 0.6FTE / 22.5 hours / 3 days
- \$55,000 per annum pro-rata at 0.6 FTE, plus 9.5% employer superannuation
- Contract period until 31 December 2021, funding contingent and renewable by mutual agreement
- Based at LA's office in Collingwood (VIC), with flexible working conditions available
- Reports to LA's Executive Director / CEO
- Appointment will be conditional upon a three-month probationary period, with ongoing reviews

COMMITMENT TO CULTURAL DIVERSITY

Liquid Architecture is committed to reflecting the social and cultural diversity of our local context within our internal operations and artistic program.

Liquid Architecture is an equal opportunity employer. Aboriginal and Torres Strait Islander people, people with disability, LGBTQIA+ and culturally and linguistically diverse applicants are strongly encouraged to apply for this position.

We are committed to providing a culturally safe space, and we recognise that this looks different for everybody. We will work with the successful applicant to determine and adhere to their cultural safety needs.

FLEXIBLE WORKING

In recognition of the differing cultural, personal, and professional needs of our staff, Liquid Architecture can accommodate flexible working arrangements, in negotiation with the Executive Director.

We encourage applicants with independent curatorial, producing, writing, or artistic practices to apply, particularly those interested in drawing from this experience to grow, shape, and support Liquid Architecture's artistic program.

KEY INTERFACES

- Executive Director / CEO
- Artistic Director
- Program Coordinator
- Education Coordinator
- Contract curatorial, artistic, administrative and technical personnel
- Program partners
- Interns and volunteers

RESPONSIBILITIES

Institutional

- Support the general business development activities, including fundraising, sponsorship, grant writing and partner relationships, as required.
- Support LA's artistic program through the development of the program model, as well as the conceptualisation of specific artistic projects.
- Engage in the artistic program through research, discussion and attendance at performances and activities.
- Support LA's practices of ongoing evaluation, experimentation and reflection

Engagement

- Support the refinement, implementation and evaluation of LA's communication plans
- Progress LA's audience and community engagement, implement our Access and Equity plans, and support the diversification of our audience.
- Write, edit, and schedule regular electronic newsletters, oversee all social media accounts, monitor and recommend improvements to LA web platforms
- Support the design and production of promotional material, ensuring a consistent style guide is maintained
- Develop and maintain strategic promotional partnerships
- Implement processes to capture and analyse audience insights, engagement and meaningful feedback

Publishing

- Support the development, implementation and evaluation of LA's publishing strategy
- Coordinate publishing schedules and budgets, supporting editors and contributors from commission, to publication and evaluation
- Support the commissioning of contributions to the journal and other platforms, including commissioning and editing of contributions, as required
- Prepare text for publication, including copyediting, proofing and formatting as appropriate
- Prepare audiovisual content for publication, including editing of images, audio and video content
- Manage content dissemination across all platforms including our website content management system, and external platforms
- Liaise with LA's external design and digital partners in the production of material for publication

SELECTION CRITERIA

Interest and Experience

- 3+ years of professional experience in a related practice or role
- Engagement with contemporary art, sound and listening community, and theory, nationally and internationally.

- Formal qualifications in a relevant area of practice are desirable.

Skills and Practice

- Excellent writing and editing skills.
- Excellent organisational skills, attention to detail, and the ability to set priorities and meet deadlines.
- Demonstrated ability to manage and negotiate relationships with internal and external stakeholders
- Strong understanding of marketing, communications, media and PR.
- Technical aptitude, including proficient use of Google Suite, Google Analytics, Adobe Creative Suite is essential, with desirable skills including basic front end web development, video and audio editing
- Sound financial management skills and experience tracking budgets.
- Supports the practice of continuous improvement

Social Qualities

- Has affinity with, and ability to relate to, a wide range of people
- Is committed to the development of a safe, inclusive, and forward-thinking workplace
- Values relationships and works well in small team environments
- Shares and progresses our organisational values
- Communicates and collaborates effectively
- Has a proactive approach to self awareness, capitalising on personal strengths and addressing weaknesses

APPLICATION PROCESS

Please direct applications and enquiries to work@liquidarchitecture.org.au

Applications should include max. 2 page cover letter addressing selection criteria, CV including links to examples of recent work and phone contacts for 3 referees.

Interviews will be conducted in a COVIDSafe environment at the LA office in Collingwood (VIC), with flexibility for video call interviews if required.

Applications open: Monday 16 November 2020
Applications close: Monday 14 December 2020
Interviews: Wednesday 16 – Friday 18 December 2020
Notification: Wednesday 23 December 2020
Role commences: Mid January 2021