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NEXUS ARTS

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CNR NORTH TCE & MORPHETT ST

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ADELAIDE, SA, 5000

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# Nexus Arts

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T: +618 8212 4276

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E: [INFO@NEXUSARTS.ORG.AU](mailto:INFO@NEXUSARTS.ORG.AU)

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W: [NEXUSARTS.ORG.AU](http://NEXUSARTS.ORG.AU)

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## HERE IS INFORMATION ON THE JOB OF **MARKETING ASSISTANT** AND ON **HOW TO APPLY** FOR THE JOB

(if you need this document in an alternative format let us know)

### **Who is Nexus Arts?**

Nexus is an arts organisation that works for and in support of First Nations artists and artists from different cultures to the main white Australian one. They could make art for performance (such as music) or for exhibiting (such as painting) or maybe a combination. We want our current arts community to reflect all of us.

### **What are the main activities of the job?**

The person in this job will assist us in taking the Nexus story and our artists' stories and presenting them to communities.

The person in this job will assist us in

- Putting together and helping get information out about our programs like Nexus Live and the Exhibition Program
- Pulling together information about our Venue events and presenting that favourably to our communities. This supports our hirers and artists to communicate what they want to say and promote their performances. This in term supports their practice as a professional artist.
- Delivering our monthly eNews
- Developing materials for our programs and program artists to promote themselves well.

They will also help in

- making and delivering content for our social media channels and website
- Reviewing the ways and manner in which we present and communicate our story and artists' stories and putting into place any improvements

### **Who does the person work most closely with?**

The Marketing Coordinator. There are no staff members who report to this position.

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## Who does the person report to?

The General Manager.

## What are the terms of the job?

1. It is a 0.2FTE (full time equivalent) position.

The hours of the job are 7.6 hours a week (basically one day a week).

2. The salary is \$55,000 per annum pro rata, plus compulsory superannuation contributions

The position is paid at an hourly amount equal to \$55,000 a year. On top of this are payments the employer must make to your superannuation fund at a minimum percentage of your salary.

3. The position will be a contract position from April 2024 until 31 December 2024.

We want to have someone begin the job in April this year. The job will finish on 31 December 2024. The person will be employed only for this period under a contract which lists the terms of the job.

## HOW DO I APPLY FOR THE JOB?

### Just to let you know....

- We actively seek a diverse workforce and have a Disability Access and Inclusion Plan.
- Applicants from a culturally diverse and/or First Nations background are strongly encouraged to apply.
- We are open to different ways of applying for the job such as multimedia, via video, as well as text-based documents.

Please let us know of any requirements you may have for applying to help you put your best foot forward by contacting our staff on 8212 4276 or email [info@nexusarts.org.au](mailto:info@nexusarts.org.au) with **MARKETING POSTION** in the subject line.

### Here's what to do to apply for this job....

1. Read and make sure you understand what the job involves.

Feel free to contact Nexus to discuss the Job if you are unsure of anything or just want to make sure you understand what is being asked.

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## 2. Put together an application where you must show:

- any qualifications or experience in the main activities of the job as listed above
- You are great at communicating and writing, editing and producing engaging content appropriate to different audiences that meet Nexus standards
- You are strong at organising things with excellent attention to detail
- You are strong in putting tasks in the right order of significance and importance in a changing environment
- Experience working well on your own and also together in a team environment
- A passion for the arts and a commitment to Nexus' Vision and Mission

It's not essential but it'd be good if you also show in your application if you have experience

- within or familiarity with the local music sector and
- with graphic design or video editing programs.

## 3. Make sure your application has what is asked for in it

We are asking you to give us in your application:

- a) Cover letter no more than 2 pages – this is a general introduction and a summary of how you will show how you can do the job and what else you will offer
- b) Curriculum Vitae – a list of your work history, qualifications, awards, achievements, passions etc. (anything you think is relevant to showcase you)
- c) Contact details for 2 Referees – these are people who can back up what you are saying in your application.

As we said before, we are open to different ways of applying for the job such as multimedia, via video, as well as text-based documents. If you would prefer to apply in a different way, please contact us.

## 4. Give us your application by the due time and date.

Please send us your application by email to: [info@nexusarts.org.au](mailto:info@nexusarts.org.au) unless you have organised another way to give it to us by the due time and date.

**We must get your application by MIDNIGHT, THURSDAY 18 April.**

**Interviews for preferred applicants will be held Wednesday 24 and Friday 26 April.**