



Position Description: Programs & Publicity Coordinator

Reports to: Executive Officer

Positions Responsible for: Project contractors and volunteers

The Programs Coordinator works closely with the Executive Officer to ensure successful outcomes in the delivery of Denmark Arts business operations and community arts programs.

Publicity, Marketing and Communications

- Develop and implement marketing strategies and communication plans.
- Maintain and update Denmark Arts' website and social media platforms.
- Promotional activities.
- Contribute to the monthly e-newsletter
- Design and distribution of posters and marketing material, physically and digitally.

Business Operations

- Coordinate annual membership and volunteer programs with the support of the Administration Officer
- Prepare programming budgets in consultation with the Executive Officer
- Secure and acquit relevant program funding
- Ensure effective development and implementation of the Healthway Partnership Agreement
- Provide regular program reports to the Board of Governance
- Recruit artists and manage relevant contracts and agreements
- Work with the Accounts Administrator to ensure all earned revenue and expenditure relating to programs is effectively processed and accounted for.
- Coordinate the delivery of hospitality and bar services for Denmark Arts programs

Community Arts Programs

- Coordination of Live Music and Small Gigs program
- Coordination of Workshop Program
- Coordination of Member social events
- Ensure all programs are delivered, documented and evaluated.

Consultation and Engagement

- Ensure regular consultation with members and volunteers contributes to ongoing review and improvement of programs

Financial Administration

- Receive and bank money, maintain floats, payment systems and cash handling procedures.

Volunteer Coordination

- Coordinate project specific and festival volunteer schedules.
- Provide inductions and training for volunteers.

General

- Contribute to an effective and positive team culture in the workplace
- Contribute to creativity and ongoing vibrancy of Denmark Arts

- Contribute to implementation of organisational policies and procedures
- Keep accurate records and ensure appropriate archiving activity
- Provide front desk customer service support as required
- Contribute to operational grant applications and reporting requirements

Funding Dependent / Strategic Projects

- Development and coordination of Denmark Arts youth advisory group
- Coordination of Denmark Arts youth program