



Position Description

Media & Communications Officer,

History Council of NSW, Inc. (HCNSW)

Under the broad direction of the Executive Officer & Strategic Development Officer and in consultation with other team members, the Media & Communications Officer is accountable for the coordination & production of all media, communications and marketing for programs and events such as Speaker Connect, Professional Development seminars, Awards and Prizes and History Week, involving:

- coordination of the HCNSW's digital platforms, for example: create, schedule and post HC event news & campaigns on HC social media channels such as Twitter, Instagram, Youtube, Facebook and the HCNSW website
- generate and share relevant history sector news for members and others through regular newsletters and social media
- Design (in Canva), and/or work with graphic designers to create promotional material and, in consultation with the Executive & Strategic Development Officer and Executive Committee, prepare event text and appropriate images for publication
- Assist the HCNSW team with HCNSW website including updates, notices, etc., as directed
- Publicise event registrations and expressions of interest applications for HCNSW events and programs
- Promote the HC signature event History Week and more generally the profile of the HCNSW and its key activities.

This is an ideal opportunity for a final year undergraduate or early career graduate, preferably in the Communications & Media discipline.

Qualifications: Bachelor or Communications, History or Arts, or equivalent experience to meet the requirements of the role.

Hours: 8 hours a week (flexible); Location: flexible location within NSW (work from home)

Applicants must have the right to work in Australia and a high standard of written and spoken English communication.

Mode of employment: Fixed term contract (6 months)

Dates: May - November 2022



Closing date for applications: 22 May 2022

Applications, addressing the criteria, must be made via the HCNSW Website via the application link on the [Job Announcement web page](#). No applications will be considered via email.

Inquiries: Catherine Shirley, Executive & Strategic Development Officer: 0418 811 522

Skills and attributes (Selection Criteria)

Essential

1. Proven skills in social media production & coordination
2. Excellent computer literacy, including working knowledge of MS Office software or similar (eg Google Workplace), and its application in a wider suite of digital programs
3. Excellent knowledge of the use of social media platforms (Twitter, Instagram, Facebook, Youtube)
4. Evidence of high-level communication skills - verbal, written and digital
5. Personal - collaborative, flexible, possess a “can-do” attitude and a desire to learn new skills
6. Proven ability to create social media content including graphics and videos
7. Experience analysing social media results and acting to improve outcomes
8. Communications/History/Arts graduate OR equivalent relevant degree/experience

Desirable

9. Experience using Canva/InDesign
10. Experience using Wordpress websites, or similar platforms

Please note: this position may require, on an ad hoc basis, working hours outside the normal span of hours including weekend, early morning and evening work. This is to cater for the HCNSW’s event operations. Time-off-in-lieu provisions will operate and be specified within the employment contract, based on the Journalists Published Media Award.

Candidates must possess permission to work in Australia and preferably live in NSW.

Other information: the HCNSW

- is a membership association and registered charity
- uses a Wordpress website