

**South Australian Living Artists (SALA) Festival
Digital Coordinator Position Description**



Title of Position: Digital Coordinator

Appointment: Full-time

Terms of Contract: January 2022 – December 2023

South Australian Living Artists Inc

Vision

To create and sustain an environment in which South Australian visual artists are supported, valued and celebrated.

Mission

SALA provides a range of opportunities and initiatives that celebrate and promote South Australian visual artists, locally, nationally and internationally. Initiatives include the annual SALA Festival, an innovative, community-based statewide festival.

Approach

SALA is committed to inclusivity, innovation, excellence, sustainability and accountability. SALA fosters a wide range of mutually beneficial collaborations and partnerships to achieve its Vision and Mission.

Summary of the Position and its Responsibilities/Duties

The Digital Coordinator is responsible to the CEO, South Australian Living Artists Inc. (SALA) for ensuring the smooth roll-out of SALA's new digital platform. This role is responsible for overseeing the project deliverables including developing and launching a new app and e-commerce platform. The incumbent will work closely with the CEO to achieve the objectives and goals of South Australian Living Artists Inc. focusing on coordination of the new digital platform.

SALA is seeking a highly motivated, energetic and hardworking individual who thrives in a small collaborative team environment. The role requires a flexible approach to work practices including off-site meetings, after hours, occasional weekend activities.

Internal: The Digital Coordinator reports to the CEO. The incumbent is responsible for providing sound, effective and accurate information to the CEO and key stakeholders regarding SALA's digital platform and related events and activities.

External: The Digital Coordinator will be the contact for SALA's digital platform stakeholders including web developers, designers, artists, customers and audiences. The Digital Coordinator liaises with various other stakeholders in the visual arts, state and local government departments and the business sector to achieve the objects of SALA Inc.

Special Conditions

Out of Hours Work	Some out of hours work will be required
Travel	To stakeholder meetings and intrastate may be required
Location	SALA office
Performance Targets	Required to participate in Performance Management.

Position Description

Project coordination, stakeholder management, and evaluation	Managing project delivery and deadlines with internal and external stakeholders.
	Checking, testing and updating of web content and liaising with artists, developers and designers to ensure smooth function of digital platform.
	Manage stakeholder relationships, including web developers, designers, artists, distribution partners, customers and audiences to ensure delivery of all project grant agreement terms.
	Stakeholder hosting at SALA Festival events as required.
	Oversee data collection, monitoring and evaluation of SALA's new digital platform.
	Assist with preparation of acquittals and reports for SALA's digital platform project.
Communications	First point of contact for artists and audiences engaging with SALA's digital platform, providing technical support as required.
	Building positive relationships with the South Australian visual arts community.
	Creating resources and running information sessions and tutorials online and in-person to build artist profiles and content for the digital platform.
	Work with SALA staff to promote the platform via SALA channels to engage artists and build audiences.
	Assist with marketing and promotions of SALA digital platform to new audiences and customers globally.
Occupational Health and Safety	Work in accordance with all legislative policies and practices including OHS&W and EEO and SA Living Artists Inc. policies and work instructions.
Other	Participating in staff meetings, strategic planning and other activities as required.
	Other reasonable duties as required.

KEY CRITERIA

ESSENTIAL

- Experience in digital platform management with ability to operate with initiative and work with minimal supervision
- Demonstrated knowledge of project coordination procedures and fixed deliverables
- Possess excellent administrative, planning, and data and time management skills
- Confident relationship management and ability to liaise with a diverse range of stakeholders including creative and technical project partners, artists, audiences and customers
- High-level interpersonal communication skills with exceptional customer service ethic
- Ability to handle and resolve problems and work well under pressure
- Experience in a relevant arts/festivals or related field with a strong interest in the arts industry
- Ability to work in a small team in a fast-paced office and online environment
- High-level proof-reading and editing skills
- Proficient in MS suite of programs including Word, Excel, Outlook and competent across social media platforms

DESIRABLE

- Existing strong relationships with the local arts sector
- Experience in engaging and managing diverse stakeholders in a project
- Ability to use Content Management Systems
- Current Drivers Licence

PERSONAL QUALITIES

- Excellent people skills
- Excellent verbal and written communication skills with meticulous attention to detail
- Lateral thinking and problem-solving skills
- Ability to work harmoniously and as part of a small team with a positive 'can-do' attitude
- Energetic, self-motivated and resilient
- Ability to thrive when working under pressure and to deadlines