



Theatre Kimberley – Communications Assistant

Theatre Kimberley, based in Broome, is a small, dynamic, arts organisation that creates high-quality performing arts opportunities with and for Kimberley communities.

Everything we do is guided by our commitment to: artistic and organisational excellence; community, creativity and connection; diversity; inclusion; collaboration, and innovation.

Theatre Kimberley (TK) is seeking someone to join Theatre Kimberley's small but dedicated team to assist us with our communications and social media. If you are passionate about creating arts opportunities with diverse communities, and would enjoy the challenge of completing a wide range of tasks in a fast-paced environment, please get in touch.

The role will assist TK Staff to:

- Communicate with our supporters via our website, Facebook and Instagram
- Create content and maintain our website and social media presence
- Maintain our member and supporter database
- Develop and distribute promotional materials
- Manage our photos and videos
- Respond to queries

Selection Criteria:

Essential

- Able to work effectively under pressure to produce accurate results
- A positive outlook and willingness to learn
- Excellent verbal and written communication skills
- Experience with social media content creation including FB & Instagram
- Able to work both as a member of a team and independently depending on the task
- Advanced IT skills in word processing, spreadsheets, emails
- Strong organisational and time management skills
- Competent keyboard and Internet skills
- Experience with website content creation

Desirable

- Basic design experience
- Experience with mainstream media
- Broome resident
- Australian driver's license
- Experience taking high-quality photos and/or videos
- Current WWC check

This position is for **4 hours/week**.

Depending on skills and experience, it could be combined with other roles we are looking to fill ie Programs & Productions Assistant (4 hours/week) and/or Administration Support (4 hours/week).

Theatre Kimberley offers a flexible work place. Days/times worked, and the option of additional 'Leave Without Pay' during Broome's wet season, are negotiable.

This position is for a 12 month fixed term contract and ideally the applicant will be able to commit for at least 12 months. Funding permitting, there is potential that the position will be ongoing, and that the role and responsibilities, hours and pay will increase.