



The Institute of Modern Art (IMA) has been the leading independent forum in Queensland, Australia, for the production, presentation, and circulation of contemporary art and discourse for over forty years.

The Communications Officer is a key role in the IMA team. They are responsible for finalising the copy for all promotional text relating to our exhibitions and public programs, including publishing on our website, monthly newsletters and bi-monthly exhibition invites. The Communications Officer initiates and maintains press contacts, locally, nationally and internationally. They also coordinate IMA's social media activities and work with IMA designer to produce advertisements.

Communications Officer

Casual/2 days per week

Candidates must demonstrate

- A strong understanding of contemporary art and culture;
- Excellent verbal and written communication skills;
- Ability to work under pressure and meet hard deadlines;
- Ability to work with a small team in an open office environment.

Desired skills and qualifications

- University degree in art history, fine arts, arts management, or related fields;
- Experience working at a contemporary art gallery;
- Experience with Wordpress and Mailchimp;
- Basic design skills, Creative Suite environment.

Job Description, Communications Officer

The selected candidate will:

- Produce copy for IMA outputs, including website, e-newsletters and social media;
- Development and delivery of monthly newsletters, bi-monthly exhibition invites and media releases;
- Initiate and maintain communication with press contacts, including providing tours of exhibitions for media;
- Gather, compile and file relevant media coverage of IMA program;
- Produce reports relating to media and communications;
- Liaise with the IMA designer to produce advertisements.

Please submit an application addressing the key criteria and required skills above along with your resume with at least two referees to IMA's Senior Manager, Madeleine King (madeleine@ima.org.au). Closing date Friday, 25 November, 2016, at 5pm.