

## POSITION DESCRIPTION

<b>Job Title</b>	<b>Marketing &amp; Communications Assistant</b>
<b>Reporting to</b>	Communications, Marketing & Development Manager
<b>Direct Reports</b>	None
<b>Hours</b>	22.5 hours per week
<b>Location</b>	Brighton, South Australia
<b>Award</b>	Social, Community, Home Care and Disability Services Industry Award – Level 2

The position is reliant on the availability of ongoing funding and organisational financial capacity.

---

### About Tutti

Our vision is that learning disabled and neurodivergent people seize their rightful place at the centre of arts and culture.

Our purpose is to shine the light on the astonishing art of learning disabled and neurodivergent people.

Tutti is a multi-arts organisation that believes in the talents of disabled creators who work with us across visual art, theatre, music, screen, dance, and technology.

The work we do is underpinned by the Social Model of Disability, Disability Justice, Disability Leadership and Disability Allyship.

### Purpose

This position's purpose is to support the Communications, Marketing & Development Manager in the implementation of Tutti's marketing and communications strategy.

### Key Responsibilities

#### 1.1 Marketing

- Social media: assist with preparation of content, monitor feeds
- Update and maintain the Tutti website as directed
- Promote Tutti's public events to increase attendance
- Provide support for expos and other promotional events
- Provide Tutti logos and brand information on request
- Maintain photo and video records of events and creative outcomes
- Maintain records of media coverage

- Compile marketing statistics
- Maintain Tutti archives

## **1.2 Communications**

- Assist with drafting and sending newsletters and other communications
- Assist with the production and distribution of Tutti's Annual Report
- Maintain Tutti's VIP database and email distribution lists
- Compile lists of invitees for events and send invitations
- Assist with the production and distribution of promotional materials
- Review and format documents in line with Tutti's brand style guide

## **1.3 Events**

- Assist with the delivery of organisational events

## **1.4 Other**

- Maintain donation records and send donation receipts
- Take minutes of meetings as requested

## **Standard Workplace Requirements**

All employees must:

- Conduct their duties in accordance with Tutti's Purpose, Vision and Values Statement.
- Contribute to the goals of the organisation as identified by Tutti's Strategic Plan.
- Comply with Tutti's conditions of employment, specifically the Code of Conduct, and Confidentiality Agreement, and other generally applicable policies and procedures.
- Complete compliance training requirements within the appropriate timeframe as directed from time to time
- Be aware of their own physical and mental wellbeing and present themselves in a fit state to conduct their duties
- Actively participate in performance reviews, and mandatory training as required
- Maintain a satisfactory criminal screening check as required by Tutti
- Be willing to work reasonable additional hours to meet specific role requirements.
- Any other responsibilities in line with the classification of the role.
- The responsibilities of the Position Description may be altered in accordance with the changing requirements of the role.

## **Work Health and Safety**

All employees must:

- Understand and follow workplace safety policy, procedure, and practice, identify hazards, and contribute to a safe working environment.

- Report to their line manager or a member of the senior team any identified potential risks.
- Complete hazard and incident reports as per procedure.
- Ensure all mandatory training is completed and up to date

### Reporting Relationships and Key Stakeholders

Reports directly to the Manager of Communications, Marketing & Development. Works collaboratively with the Administration team. Liaises frequently with Program Coordinators to obtain information for communication and promotion. Communicates with external suppliers.

### Key Selection Criteria

<i>Essential</i>	<i>Desirable</i>
Education / qualifications Experience and/or qualification in marketing and/or communications. Qualification may be in progress.	Education / qualifications Full, unrestricted SA Drivers licence
Experience See above.	Experience Experience managing a brand’s social media channel(s) Experience organising events Experience in graphic design
Skills Excellent verbal and written communication skills Strong administrative and organisational skills Proficient in Microsoft Office	Skills Able to use WordPress for website management Able to use online marketing tools such as MailChimp, SurveyMonkey, Canva
Knowledge An understanding of the principles of diversity, equity and inclusion and how these relate to arts marketing.	Knowledge Social Model of Disability NDIS Disability Justice Movement Disability Allyship
Personal Attributes Ability to work without direct supervision Exhibits personal drive and professionalism	Personal Attributes Ability to work effectively as a member of a team

<p>Models integrity, ethical behaviour, and practices consistent with Tutti Code of Conduct and Values</p> <p>Ensures a focus on wellbeing and safety of self and others, and raises concerns where necessary</p>	
---	--

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

Employer (authorised person)

Signature \_\_\_\_\_

Date \_\_\_\_\_

Performance review period / Review date: \_\_\_\_\_