

## **Information for applicants**

### **Communications Officer**

NERAM is seeking a suitably qualified and dynamic communications professional with a commitment to developing engaging content across multiple platforms to increase awareness and engagement with our community and audiences. We are looking for a talented and creative person who has a passion for story telling and the arts.

<b>Hours of work:</b>	Part time (15.2 hrs per week, standard working hours negotiable, may include weekend and after hours)
<b>Contract:</b>	12 months
<b>Salary:</b>	On application

### **APPLICATION FORMAT:**

#### **1. Covering letter**

Provide a covering letter which introduces yourself and the reasons that you are interested in the position.

#### **2. Response to Key Selection Criteria**

Refer to the Position Description, which lists the essential and desirable selection criteria, explaining how you meet each one. Use the elements in the Position Description as a guide on what to include.

When addressing each criteria, provide specific details of your ability and experience including examples of actions and/or achievements that demonstrate how you are equipped to fulfil the role at NERAM.

Make comment on your qualifications and how they are relevant.

#### **3. Resume/Curriculum Vitae**

Provide a clear and concise resume with:

- Your contact details (full name, address, contact telephone number/s, email address)
- A summary of your work experience including where you have worked, positions held, period of employment and brief outline of role/duties performed.

#### **4. Referees**

Include contact details of two work-related referees who will provide comments on your suitability for the position (one of whom must have been a direct supervisor in your current or most recent role).

#### **Submitting application:**

Mark your application PRIVATE & CONFIDENTIAL and address it to:

Rachael Parsons  
Neram Director  
New England Regional Art Museum  
PO Box 508  
ARMIDALE NSW 2350

Or via e-mail [director@neram.com.au](mailto:director@neram.com.au)

A position description is available by visiting <https://www.neram.com.au/about-us/careers/> and any personal enquiries should be directed to Rachael Parsons, NERAM Director on (02 6772 5255).

**Applications will close at COB on the 27<sup>th</sup> January 2021**

#### **New England Regional Art Museum (NERAM)**

The New England Regional Art Museum is located in Armidale in the heart of the New England North West region of New South Wales. NERAM opened its doors in 1983 as a purpose built art gallery to house the Howard Hinton Collection of more than 1400 donated artworks. The Museum now has six gallery spaces, the Museum of Printing, an artist's studio and classroom, a museum shop, a café and art collections valued around \$40 million. The collections include significant works by Streeton, Roberts, Gruner, Preston, Whiteley, Gleeson, Tuckson and Christo to name just a few.

For further information on New England Regional Art Museum visit <http://www.neram.com.au>

For further information on Armidale visit <http://www.armidaleregion.com.au/>