



INGLEWOOD ARTS HUB inc.

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Role Description:

Volunteer (Comms Team) Visual Content Creator

Inglewood Arts Hub inc. (IAH) is a not-for-profit volunteer/artist-run community arts organisation, which manages an art gallery; an artist-in-residence program; a studio in which groups and workshops are held; and hosts artists talks, visits to artist studios and galleries, and other events. The IAH has a strong, but not exclusive, link with Inglewood and surrounding suburbs.

The communications (comms) team is responsible for promoting IAH exhibitions, events, activities, initiatives, etc, by maintaining the IAH website, creating and distributing a newsletter for stakeholders and members, creating content to post to IAH's social media accounts. The three main functions met by the comms team are: website, newsletter, and social media.

Volunteer (Communications Team) Visual Content Creator

As part of the IAH comms team, the visual content creator works closely with the rest of the comms team, secretary and other volunteers to produce visual content for social media, website, and print, as required. The successful applicant(s) will mostly work remotely, on-line from home. **Access to a reliable computer and internet connection and visual content editing software is required.**

This is a voluntary position reporting to the IAH Volunteer Management Committee.

The role is an opportunity for a person who wants to develop their visual content creation communications, promotions, and marketing CV, or who wants to share their skills and experience working in a friendly and vibrant community arts organisation.

Responsibilities

The visual content creator is responsible for creating visual content as required, within IAH guidelines.

Duties:

- Produce engaging visual content in keeping with IAH style guidelines, as required.

Prior experience:

Essential:

- Previous experience working within branding and style guidelines in graphic design for digital and print media
- Previous experience using a visual content editing software (e.g., Adobe Photoshop*)

Skills / characteristics:

Essential:

- Ability to be self-directed while also working cooperatively with a team
- Ability to follow guidelines and direction to produce material by a deadline

- Ability to correct supplied photographs to produce high quality images (e.g., some supplied photographs of artworks are not square and require correction* that can only be done in Adobe software)

Valuable:

- Attention to detail with a focus on accuracy

Requirements

- CV or letter outlining relevant experience and qualifications
- Contact details for two referees

Training

Management committee volunteers will provide induction for new volunteers in how IAH uses MailChimp and Wix and support new volunteers to become familiar with the IAH and its needs.

Time required

Variable, as required

Reimbursement

IAH reimburses committee members and volunteers for expenses they incur with money outlaid, when approved (and recorded in the minutes) at a committee meeting.