



INGLEWOOD ARTS HUB inc.

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Role Description:

Volunteer (Comms Team) Website Content Maintainer

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) Website Content Maintainer

As part of the IAH comms team, the website content maintainer works closely with the secretary and other comms team volunteers to ensure information on the IAH's website is accurate and up-to-date. The successful applicant(s) will mostly work remotely, on-line.

Access to a reliable computer and internet connection is essential.

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 website content management, communications, promotions, and marketing CV, or who wants to share their skills and experience working in a friendly and vibrant community arts organisation; to meet with fellow creatives and network with the wider arts community.

Responsibilities

The website maintainer is responsible for ensuring the IAH's website meets the communications goals endorsed by the Volunteer Management Committee and contains accurate and up-to-date information, including updating the website to promote the gallery exhibition program, workshops, artist talks, and other events provided by IAH. **The website is critical for all other comms team activities (newsletter and social media).**

Duties:

- Use the Wix platform to maintain IAH's website (detailed written instructions will be provided during induction):
 - Create ticketed events (for artist talks) and RSVP events (for exhibitions) to populate the Events Calendar and Events listing pages, at least one month before the events. Use a past event as a template for new events; "duplicate as a draft".
 - Create posts for exhibiting artists, artist talks, hub on the move events, artists-in-residence, and community art projects, etc. Use a published post as a template for a new post.

- As required, update the pages of the website, e.g. if there's a new sponsor for IAH, to upload new volunteer role descriptions, etc.
- Email exhibitors, presenters, and workshop facilitators to request information and images (as needed, call for support from volunteers who have been dealing with them).
- Immediately notify the Committee Secretary of any problems encountered with the Wix app, or gathering required information, or maintaining the website, to allow a timely solution to be implemented.

Prior experience:

Essential:

- Previous experience using a website builder and content management system such as Wix, WordPress, Square Space, etc
- Visual design

Valuable:

- Previous experience working within branding and style guidelines

Skills / characteristics:

Essential:

- Ability to be self-directed while also working cooperatively with a team
- Ability to allocate regular time periods to maintaining the website by a deadline
- Ability to allocate regular time periods to reporting to the committee by a deadline

Valuable:

- Understanding of accessible communication guidelines
- 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

Maximum 3 hours a week to maintain the website

Maximum 1 hour a fortnight for emailing

Maximum 2 hours a month to produce a report for the Volunteer Management Committee

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.