



ADMINISTRATIVE PART-TIME CONTRACT POSITION - YOUTHSCAPE 2018

An exciting part-time position is available for a person who has administrative and social media skills. The major responsibilities will be to assist in the administration of the 2018 RSASA Youthscape exhibition held at the RSASA Gallery and the Special Arts Project for the Arkaba Hotel, SA.

The details job description is below.

Applicants are asked to address the specifications in no more than 2 pages, along with their CV of 2 pages. Forward application to JACK CONDOUS

PRESIDENT RSASA
PO Box 177, Rundle Mall, ADELAIDE 5000
or Email address rsasarts@bigpond.net.au

APPLICATIONS CLOSE 5 pm MONDAY 15th JANUARY 2018.

For further information contact;

Jackie Newton,
Business Development Manager
Arkaba Hotel
Phone 8338 1100 or mobile 0423 880 644

Or. Jack Condous OAM
President
RSASA
Phone 8232 0450 or mobile 0409 414 455.

APPLICATIONS CAN BE EMAILED TO Attention; Jack Condous
address rsasarts@bigpond.net.au

Administration Role

- Role to require either an honours student or graduate the chance to work on the 2018 Youthscape Art Prize: which includes prizes: \$10,000 acquisitive prize (donated by Jenny Hurley from the Hurley Hotel Group) & M & M Carbins Trust Fund of \$5,000. The applicant will assist in an administrative capacity and receive an honorarium of \$3,000 from the RSASA to complete the work.
- Must have experience in graphic design, communications and marketing.
- Assist RSASA management with social media and to promote art prize to art schools, Tafe and universities.

- Will be required to have own lap top to work on and be flexible to work either at RSASA or from home.
- Will be required to attend board meetings and take minutes at The Arkaba Hotel or RSASA.
- Assist with the launch of the 2018 Youthscape Art Prize on Sunday 24th June 2018.
- Job will be required from February 2018 – end of July 2018.

1..Responsibility Summary:

They need to have managed projects and demonstrate good client relations, have good relationships with media and demonstrate that they are organised, have the ability to meet deadlines and be confident and creative in their writing.

This person will be asked to apply their unique set of skills to promote the 2018 RSASA Youthscape Art Prize in 2018. It is expected that this person will contribute ideas and have great administration skills to support their work and the team at RSASA.

Under the guidance of the management team at RSASA the successful candidate will be a positive voice for the RSASA and through preparation and implementation of well written materials for media, EDM's, social media platforms, websites, newsletters and other communication channels.

The successful applicant will have the following responsibilities:

- **Writing:** Strong writing skills are essential. You must be able to prepare media releases, social media content and assist with website when necessary.
- **Social Media:** Set up and manage social media sites, Facebook, Instagram including content schedules and running advertising campaigns for the Youth Scape art prize and reporting on this campaign.
- **Event management:** Assist with the launch of the 2018 RSASA Youthscape Art Prize on Sunday 24th June 2018. Prepare running sheet, guest list, VIP's and ability to work with other RSASA Committees.
- **Administration:** Assist with reports, minutes, up keep of database and media lists and attend meetings as required. The role will also manage on line applications, emails and website management. Able to create compelling content, newsworthy angles and pitch accordingly across various mediums.
- **Can do attitude:** Due to the nature of the work, adhoc responsibilities will arise so a person who can self-manage is required.

2. Personal Qualities

- Self-starter
- Demonstrates initiative
- Team player

- Personable, helpful and friendly
- Reliable, confidential and loyal
- Organised and efficient
- Flexible
- Confident and social

3. Application Process

If you have the skill set to deliver on the above job brief, please submit your resume with a copy of a media release you have recently written by close of business 15 January 2018 to jnewton@arkabahotel.com.au and Jackcondous2@bigpond.com.

For further information about the society please visit

Website: <http://www.rsasarts.com.au/>

Facebook <https://www.facebook.com/rsasarts?fref=ts>

JACKIE NEWTON

04238880644

jnewton@arkabahotel.com.au

RSASA Youthscape 2018 Briefing for Artists – Special Project at Arkaba Hotel for information to assist in administration of this project.

(RSASA 2018 Youthscape Art Prize also stages an exhibition at the RSASA Gallery for artists 15 – 26 years)

- The Arkaba RSASA Youthscape \$10,000 acquisitive art prize has been established to recognise the talent of young artists in Australia.
- This biennial prize will be offered to artists between the ages of 18-30.
- The Art work must be site specific and must be a minimum of 2 pieces
- Art must have a width of no more than 340cm on the large wall x 175cm H
- Art on second and third wall no longer width of 200cm and 175cm H
- Art to be saleable as proceeds from the sale of the art will go into a scholarship fund for the RSASA.
- Weight of the art must not be more than 30kg / meter for click rails and one hook 15kgs with a maximum of 30kgs on two hooks.
- (Should the entrants be members of RSASA and if so there be a youth membership fee that is a minimal amount – to be determined by the RSASA)

- The artist, Arkaba Maintenance Manager and a representative from the RSASA must be present when hanging the artwork.
- The artist must be willing to become the ambassador for the next 2018 RSASA Youthscape Prize and to sit on the board and attend up to 4 meetings in the lead up to the 2020 prize and help promote the event.
- Artists must approve that their pieces are to be hung in either RSASA, The Kensington Hotel or Arkaba Hotel during the exhibition with an invitation to extend for the duration of SALA to give artists an opportunity to sell their works and exhibit to large audiences.

The Royal SA Society of Arts is a Not for Profit organisation, a registered charity.
A member based arts organisation founded in 1856.

