

POSITION DESCRIPTION:



1: ARCHIVING: Media and Marketing Chronicles

POSITION TITLE	ARCHIVING: Media and Marketing Chronicles
HOURS AND DAYS REQUIRED PER WEEK	Flexible up to 8 hours.
REPORTS TO	Media and Marketing Manager Volunteer Coordinator
ROLE/PROJECT OVERVIEW	Ensure BAC media and marketing archives are up to date. This role will chronicle the creative talents of local and regional artists exhibiting at BAC and display a record of the creative pursuits and events that have occurred at the Arts Centre over time.
KEY RESPONSIBILITIES	<ul style="list-style-type: none">○ Archiving and collating promotional media material○ Scanning newspapers, magazines○ Entering information onto an Excel spread sheet○ Liaising with ACT Heritage Library and BAC staff○ Keeping up to date with events at BAC○ Research as directed
OUTCOMES AND GOALS	Provide BAC and the community with an up to date history of the Belconnen Arts Centre.
SKILL AND EXPERIENCE	Artistic flare, including scrap book design skills and a knowledge of archiving. A desire to take on a project and make it your own. Ability to work with limited supervision. Attention to detail and good communication skills. Enjoys a puzzle.
TRAINING REQUIREMENTS	Training provided in scanning and BAC archiving processes.