

Museum of Contemporary Art Australia

Digital Producer (Aboriginal and Torres Strait Islander) Position Description

Full-time, permanent position

- Salary range based on experience: \$58,505–\$78,003 per annum (includes base salary \$53,429–71,236 + 9.5% employer's contribution to superannuation)
- Curatorial and Digital Division
- Reports to the Head of Digital Media

The MCA acknowledges the enormous contribution Aboriginal and Torres Strait Islander artists, staff, educators, arts professionals and guests have made to the fabric of the museum since its inception. Contemporary Aboriginal and Torres Strait Islander art practice has long been central to MCA collection and exhibition programs. In addition, the MCA offers a number of important programs that focus on enhancing the engagement of visitors, including Aboriginal and Torres Strait Islander audiences, with contemporary art and ideas. This exciting opportunity forms part of the MCA's commitment to assisting in building experience and capacity within a new generation of Aboriginal and Torres Strait Islander visual arts professionals.

Overview of the position

The Digital Producer (Aboriginal and Torres Strait Islander) position forms part of the MCA's commitment to Aboriginal and Torres Strait Islander employment and programs. Offering early career development opportunities, and in conjunction with the Digital Content Producer the position is responsible for the development of digital content that will target new audiences and extend relationships with existing MCA audiences, partners and communities and the development of interpretive content about artists and artworks.

The successful applicant will work closely with the Head, Digital Media and the Digital Content Producer to create, edit and develop digital experiences for various MCA digital projects.

The role provides opportunities to:

- develop networks with cultural institutions and arts organisations in greater Sydney, regional NSW and across Australia
- work with a team of digital professionals in the arts industry
- develop a network of digital media professionals across a wide geographical spread both within NSW and across Australia
- work in a digital capacity across all areas of the Museum business including learning, public programs, curatorial and marketing
- produce and prepare content for the MCA's digital channels
- assume responsibility for digital documentation of MCA projects with a particular focus on external projects such as C3West and MCA Touring exhibitions, and onsite commissions and projects.

Selection criteria

We ask applicants to demonstrate they have some or all of the following:

- identify as Aboriginal and/or Torres Strait Islander. Aboriginality is a genuine occupational qualification for this position and is authorised by section 14 of the *NSW Anti-Discrimination Act 1977*
- demonstrated interest in and some experience with filming, editing audio and video, and photography
- a developed knowledge of Aboriginal and Torres Strait Islander culture and protocols
- an understanding of the sensitivities around working with Aboriginal and Torres Strait Islander cultural material in a digital environment
- familiarity with web content management systems and web publishing tools
- good written and verbal communication skills
- demonstrated ability to work cooperatively in a team environment

- solid administrative skills with a good level of computer literacy
- a strong capacity and willingness for learning on the job
- a demonstrated commitment to the Museum's objective of promoting the work of living artists and making contemporary art accessible to broad audiences
- ability to manage time and prioritise projects effectively under pressure
- ability to communicate effectively and have good interpersonal skills.

Desirable criteria

It would be good if applicants have:

- experience in research, writing and editing
- may have experience/knowledge with still photography and image manipulation in Photoshop
- previous experience working in a museum or cultural institution; or interest in contemporary visual art practices
- tertiary qualifications in multimedia, interaction design or development communications, or related field.
- Terms and conditions of employment
- This is a full-time, permanent position reporting to the Head of Digital Media. Some work out of normal hours (9am – 5.30pm) will be required to cover the MCA's exhibitions and programs.

Salary package includes:

- annual leave: 4 weeks
- personal leave: 10 days
- superannuation: 9.50% super payments (in accordance with the *Superannuation Guarantee (Administration) Act 1992*).

The appointment will be conditional on an initial three-month probationary period, which may also be extended (at the MCA's discretion) for additional three months. Thereafter termination by either party will require written notice of four weeks.

Applications

Applicants are encouraged to address the selection criteria as part of their application. If you require any assistance with your application, please contact the Human Resources Coordinator at Rheanna.collings@mca.com.au.

Please share with us the following:

- cover letter
- your responses to the selection criteria (in a separate document)
- CV

contact details of two referees.

Please email the application to:

positions.vacant@mca.com.au

We encourage you to contact us with any questions you may have prior to submitting your application; we are happy to provide more information about the role and assist with your application. Please do not hesitate to contact one of us:

- Jean-Pierre Chabrol, Head of Digital Media: Jean-Pierre.Chabrol@mca.com.au
- Keith Munro, Curator, Aboriginal and Torres Strait Islander Programs: keith.munro@mca.com.au

Closing date: 5pm, 31 January 2021.

Working for the MCA

The MCA is committed to equal opportunity and diversity. The MCA promotes a work environment that is free from discrimination and harassment, and where individuals are treated with fairness, equality and dignity. Find out more about the MCA.

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AND A FULL POSITION
DESCRIPTION**