

SCHEDULE A - DUTY STATEMENT

POSITION TITLE:

Media/ Art Worker Trainee

POSITION OBJECTIVE:

Be willing to undertake training, work primarily with computers and be a willing and proactive part of the Waltja team.

ACCOUNTABILITY:

The trainee will be directly accountable to the CEO.

Duties and Responsibilities:

- Commitment to actively participate in Waltja's organisational activities and events such as Directors Meetings, AGM and workshops.
- Support the production of reports, Family News Magazine, posters, fliers, promotional clothing and items, other publications as directed.
- Learn to and assist with keeping Waltja's social media and web information current.
- Learn how to use the Art Management System and catalogue art works and artist information and process donations and sales.
- Support other Waltja staff in the field to record and deliver workshops and cultural events and be a positive proactive team member for other workers.
- Assist with market stalls and all marketing and fund-raising initiatives.
- Maintain a tidy work place, follow media/ art team procedures and general office procedures.
- Assist with project photocopying, laminating, printing and design work. Assist artists with setting up areas for painting.
- Maintain and secure all office IT equipment.
- Commitment to accredited and on the job training to improve skills and qualifications.