

Communications Officer

It is the duty of the Communications Officer to:

Monthly

- Report to and consult the QATA Executive about activities relating to Visual Art education resources in various stages of development

Accounts managed:

- Facebook:
 - a. Queensland Art Teachers Association (public group)
 - b. Queensland Art Teachers Association (QATA) Members (private group)
- Instagram: qldartteachers
- LinkedIn: Queensland Art Teachers Association (QATA)

As required

- Planning, designing, and production of the look of the annual State Conference and program materials
- Designing professional development certificates, banners, marketing and advertising,
- Photographing and videoing events and workshops
- Collating writing from the QCAA, arts news and Industry colleagues to produce the QATA Term Newsletter
- Producing Arts specific content for social media, distributing this across QATA's multiple digital platforms
- Collaborating within QATA executive quality professional development events workshops and resources for teachers 'Cluster Meetings'
- Research apps and professional tools
- Utilize Adobe Suite, Instagram, Facebook, LinkedIn
- Use data from digital platforms to make recommendations on member engagement and enhance user experiences.

Additional

- Conference Volunteer
- Conference artwork, Program and Social Media – Mae McDonald 2018 – 2020