



**DOCUMENTARY  
AUSTRALIA**

52 Victoria Street  
Paddington  
NSW 2021 Australia  
02 9397 1497

info@documentaryaustralia.com.au  
documentaryaustralia.com.au  
ABN 11227328793

**Documentary Australia Impact Coordinator**  
**21 March 2024**

### About Documentary Australia

Documentary Australia is a not-for-profit organisation enabling social impact documentaries to be funded and screened to inspire social change. We place documentary stories at the heart of social impact campaigns, surrounding films with a coalition of partners to engage broad audiences in social change initiatives.

Documentary Australia runs a variety of filmmaker support initiatives and impact programs, which work with specific films and practitioners to create social change. Two of our major programs are the Environmental Accelerator and the Impact Producer Program – read more about these on our website.

### JOB DESCRIPTION

#### Responsible to

You will be responsible to the Impact Directors at Documentary Australia, working collaboratively with the broader Documentary Australia team.

#### About the Role

The Impact Coordinator is responsible for supporting the Impact Directors to deliver impact programs, campaigns, events, and activities, including the coordination of the Environmental Accelerator and Impact Producer Program, updating impact resources, and support for film impact campaigns.

This role would suit someone with a passion for social change. They may have previously worked in the arts or social sectors and should have exceptional copywriting, communications, and organisational skills.

Previous experience in film or documentary is not required.

### KEY RESPONSIBILITIES

- Undertake administrative tasks to ensure the coordination of impact activities and programs.
- Develop and maintain impact communications assets, including newsletters, emails, website and social media content, pitch documents, reports and educational resources.
- Coordinate impact and educational events and screenings.
- Conduct issue research and mapping.
- Develop and maintain impact databases and coordinate targeted outreach campaigns.
- Support impact partnerships and reporting.
- Support campaign evaluation activities.



Youth +  
Education



The Environment



The Arts



Health +  
Well Being



Indigenous



Social Justice +  
Human Rights



Women +  
Girls

## KEY SKILLS AND EXPERIENCE

### Essential

- A passion for contributing to positive social and environmental change.
- At least 2-3 years' experience working in a relevant field, e.g. documentary, social advocacy or campaigns, community development, not-for-profit, media and communications.
- Exceptional written communication skills, including experience creating compelling written copy for a variety of communications channels.
- Excellent organisational skills, with capacity to multi-task and adhere to deadlines.
- Flexible team player and self-starter, with strong interpersonal skills and ability to work both autonomously and collaboratively.
- Competency with a range of software and systems, including Microsoft Office, Google suite, Canva, Mailchimp, Salesforce CRM software and social media platforms.

### Desirable

- Bachelor's degree (or equivalent).
- An interest or experience in documentary storytelling, impact production or campaigning.
- Research experience.
- Fundraising, partnership management and/or grant-writing experience.
- Social media content creation and implementation experience.

*Aboriginal and Torres Strait Islander peoples and people of diverse backgrounds are strongly encouraged to apply.*

## EMPLOYMENT STATUS

This position is 3 days per week for a 12-month fixed-term contract, on site at the Documentary Australia office in Paddington, NSW. A rate of \$40 to \$45 per hour (equivalent day rate of \$300 to \$340) plus superannuation is on offer, dependent on experience.

Applicants must be legally entitled to work in Australia.

## HOW TO APPLY

Please email your CV and a cover letter addressing the key skills and experience sought as outlined above to [info@documentaryaustralia.com.au](mailto:info@documentaryaustralia.com.au) Please add the **Subject line** "Application for Impact Coordinator and [your name]".

### Key dates:

- Applications open Thursday 21<sup>st</sup> March and close on Tuesday 2nd April 2024;
- Successful applicants will be notified by the end April 2024.
- Employment commences in May 2024, and this is a 12 month-fixed term contract

For more information and to apply, please email your CV and letter as per the instructions above to: [info@documentaryaustralia.com.au](mailto:info@documentaryaustralia.com.au)