

Ms Clair HURFORD

Education

- Graduate Diploma (Communications) University of Canberra 1997
 - Bachelor of Arts (English Literature and Modern History) Australian National University 1996
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Professional Experience

2023

Publications Coordinator, National Gallery of Victoria (NGV)

- Assisting publications to project manage NGV titles
- Filing assets such as image and captions; Managing authors and stakeholders
- Monitoring incoming content and tracking this content
- Editorial work including content proofing and cross checking
- Prepare correspondence including reports, updates, overviews and author packages, information sheets and design briefs
- Clear copyright for the NGV collection and publications

2020 – 2022

Research Associate (Communications), ARI, NUS

- Content Strategy: Leading all digital initiatives and communications for the Institute, including launching and running the institute's blog, social media strategy and producing and publishing across all website and social media platforms (Facebook, Twitter, Instagram and LinkedIn) and reach new audiences for the Institute's research.
- Research Communications: Produce and promote the Institute's research including the institute's flagship scholarly research blog, *ARIscope*
- Editorial Assistant, *Asian Population Studies Journal*; Manage the production schedule, copyediting and editor, author and publisher liaison.

2017

Digital Coordinator, Asialink Arts, University of Melbourne

- Maintain and write relevant content for the Asialink Arts website (Squiz Matrix) and social media
- Write, edit and disseminate Asialink Arts media releases and newsletters
- Contribute to the overall arts communication strategy and key initiatives
- Content development, content migration, editing and re-writing

2004 – 2015

Online Producer, National Film and Sound Archive (NFSA)

- Coordinating and editing the NFSA's website content and social media

May 2024

- Developing, executing and evaluating high quality integrated communications across multiple channels to support the NFSA's marketing strategies
- Providing communications advice and support to NFSA Curators and other internal and external stakeholders
- Conducting interviews and writing stories for the NFSA blog and local media

Short Biography

Clair has held positions in Communications and Publications teams within various National Cultural Institutions and university research institutes. Her experience spans organisations such as the National Gallery of Victoria (NGV), ARI, NUS, Asialink Arts, and the National Film and Sound Archive (NFSA).