

Toby Fehily

Writer/Editor

Toby Fehily
4 Illawarra Road
Flemington VIC 3031

0438 859 674
tobyfehily@gmail.com

Skills

Copywriting
Microsoft Office (Word, Excel)
Production schedule management
Process documentation
Public relations and media engagement
Quality assurance
SEO strategy
Social media growth and marketing
Style manual development and maintenance
Team management
Writing and editing

Experience

Department of Environment, Land, Water and Planning /
Communications Advisor (Offshore Wind) / Parliamentary Officer
/ Communications and Culture Officer / Ministerial Writer and
Editor
JULY 2020 - PRESENT

Responsibilities: Overseeing Victorian Government communications for offshore wind, including developing communication strategies, producing ministerial and executive speeches, preparing social media, writing web content, coordinating ministerial briefings, supporting stakeholder engagement activities and liaising with external stakeholders such as other government departments and offshore wind developers.

Achievements: Set up social media listening tools for offshore wind, developed a centralised standard lines document for departmental executives and created regular meetings with offshore wind developers to align communication approaches and proactively identify potential issues.

Commonwealth Bank / Financial Assist Specialist

MARCH 2020 - JULY 2020

Responsibilities: Providing financial support to customers by reducing financial difficulties resulting from a range of factors including unemployment, domestic and family violence, mental illness, etc.; completing assessments for new and existing customers and providing quality solutions over the phone; making decisions and actioning accounts that focus on customer rehabilitation; and reviewing and actioning accounts to ensure the bank is compliant in meeting legislative obligations.

Audio Script / Quality Assessor and Training Officer / Audio Transcriber

MARCH 2017 - MARCH 2020

Responsibilities: Developing processes and resources (eg, training manuals, style guides), managing stakeholder relationships and providing feedback and support to maintain high quality standards for legal transcript production, ie, written records of court proceedings.

Achievements: Rolling out a new, dual-jurisdiction training program for onboarders and creating an updated suite of documents and resources to better facilitate the process.

Writer / Copywriter / Technical Writer / Freelance (various)

FEBRUARY 2011 - PRESENT

Responsibilities: Writing features and reviews for publications including *Guardian*, *The Australian*, *VICE*, *Meanjin* and *The Lifted Brow*; copywriting for clients including Jetstar, Tourism Tasmania, Plato Project, Norwood, Pickett Studio and Francis Bond; and providing writing and editing services for tier one construction companies and public-private partnerships, specialising in tenders for road, rail and airport projects.

Achievements: The syndication of a *Guardian* article in the United States and United Kingdom editions, republication of a *The Lifted Brow* essay in international publication *Literary Hub* and the translation of a number of *VICE* articles into Spanish, French, Italian, German, Swedish and Polish.

Smith Journal / Assistant Editor / Writer

MARCH 2013 - JULY 2019

Responsibilities: Commissioning ideas, editing and writing copy and managing clients and contributors for a quarterly Australian publication about makers, inventors, thinkers and adventurers with a readership of 140,000.

Achievements: Syndicating articles in *Acuity*, the official magazine of Chartered Accountants Australia and New Zealand, and the Journal of the Global Accounting Alliance.

Art Guide Australia / Publishing Coordinator / Editor / Assistant Editor

FEBRUARY 2014 - NOVEMBER 2018

Responsibilities: Leading the production of a national bimonthly print magazine, online publication, regular podcast and various special projects, and overseeing marketing, distribution and partnerships, including managing a team of editorial and production assistants, contributors and freelancers, planning and implementing production schedules and managing budgets.

Achievements: Driving a 500% increase in social media audience through a new content production schedule and strategy, launching a series of new content channels and securing a content partnership with a major Australian museum.

The Thousands / Senior Writer

AUGUST 2013 - FEBRUARY 2014

Responsibilities: Contributing to a daily online city guide and newsletter, including sourcing ideas and writing up to 20 100-word event listings and three 200-word articles per week.

Achievements: Adapting an article written for the site into a radio story for ABC Radio National that was a finalist for the 2014 Third Coast/Richard H. Driehaus Foundation Competition and was rebroadcast on public radio stations throughout the United States.

Fehily Contemporary / Communications and Marketing Coordinator

FEBRUARY 2011 - FEBRUARY 2014

Responsibilities: Overseeing all communications and marketing for a contemporary art gallery, including writing and distributing press releases, liaising with the media and preparing exhibition collateral.

Achievements: Redesigning the website and creating an easy and accessible content management system for other staff to use and securing press coverage in major national newspapers and magazines.

Education

Bialik College / Victorian Certificate of Education

2005

Latrobe University / Diploma of Deaf Studies

2010

Awards

Creative Victoria / Sustaining Creative Workers Grant
2020

Creative Victoria / VicArts Grant
2019

Scribe Publications / Scribe Non-Fiction Prize – Highly Commended
2017

The Wheeler Centre / Hot Desk Fellowship
2015

References

Michele Murphy / Manager Ministerial Services, Department of Environment, Land, Water and Planning
0407 321 239

Chris Harrigan / Editor, Smith Journal
0481 467 256