

opportunity

are you an undercover superhero?

do you have an inner rebel?

communications coordinator (part time)

a rare opportunity to be part of pvi collective, one of australia's leading producers of experimental tactical and media art based in perth.

about the role

the communications coordinator is responsible for the planning and implementation of pvi collective's communications and marketing across digital and traditional media platforms.

this role is perfect for creative people that are looking for a regular gig that offers the flexibility to continue independent projects or the savvy pro who's looking for more than the daily grind.

pvi has an exciting year ahead with a variety of projects ready to roll out including new works in development, so you'll really feel a part of the action.

we feel the role will suit a confident individual who:

- ✓ is forward thinking
- ✓ adaptable to change
- ✓ has a great eye for detail
- ✓ thrives in a collaborative environment

terms

fixed term (until end of 2019)

part time (0.5 fte)

flexible hours available

enquiries

please call lisa schreiber pvi collective business manager if you have any questions about the role on 9228 4440 or email lisa@pvicollective.com

how to apply

to apply go to <https://www.seek.com.au/job/38263637?searchrequesttoken=9e16efa5-60cf-4299-a730-bd398fda9799&type=standard>

please provide a cv and prepare a letter (no more than two pages) introducing yourself and your suitability for the role based on the selection criteria.

closing date for applications: thursday 6.00pm 28 february 2019

position description

position title:	communications coordinator
hours:	part time 0.5 37.5 hours per fortnight
remuneration:	\$54600 p/a pro-rata
reports to:	executive producer
key relationships:	<u>internal</u> : pvi collective creative team, executive producer, business manager, pvi board <u>external</u> : subscribers, service providers, partner marketing departments, general public
location:	pvi collective administration and studio, 24 brisbane street northbridge

position summary

the communications coordinator will be responsible for the planning and implementation of pvi collective's communications and marketing across digital and traditional platforms.

position goals

- support the successful promotion of the pvi collective and its public programs
- grow and maintain an awareness of pvi's work in the general community
- facilitate digital interaction with pvi's work
- provide administrative support to the creative team

required skills, knowledge, and competencies

- exceptional written and verbal communication skills
- experienced and successful in prioritising workloads and meeting strict deadlines
- high level competencies using graphic design skills and experience working with desktop publishing
- ability to work well in a collaborate artistic environment
- experience in set up, interpretation and reporting of client experience data

- experience delivering digital promotional campaigns
- high level of competencies in word processing, powerpoint, spreadsheet and data management

desirable skills, knowledge and competencies

- current knowledge of experimental arts practice and technology based work
- knowledge of the local, state and national infrastructure that supports the development and presentation of experimental arts practice
- knowledge of contemporary arts nationally and internationally
- project or events management experience
- has a valid wa driver's licence

this position will suit someone who

- thinks two steps ahead
- has an eye for detail
- has existing connections in media and creative industry networks
- adaptable to change
- is a lateral thinker
- has an awareness and interest in new communications technology