

MARKETING ASSISTANT (VOLUNTEER POSITION)

Queer Screen is seeking Expressions of Interest from people who are interested in the marketing of a major film festival in Sydney, Queer Screen's 27th Mardi Gras Film Festival.

The position requires commitment of 8-20 hours per week and is flexible to work within the successful applicants current work/study schedule.

The majority of the tasks will be completed between Monday - Friday, 10 - 6pm, but there will be the expectation to work outside of these hours in the lead up to and during the festival (February 13 - 27, 2020)

The ideal timeframe is 9 December 2019 - 31 March 2020, but can be negotiated.

The successful applicant will undertake the following responsibilities:

- Assist and action marketing cross promotion by reaching out to like minded organisations and engaging in cross promotion activities.
- Research and assist in implementing targeted and strategic marketing campaigns for each film and event in the festival across multiple social platforms and cross promotion
- Assist with eNews creation, timetable and content creation
- Assist with image resizing for promotional use
- Assist with scheduling, drafting and posting social media posts and photos in a timely manner
- Assist the Digital & Marketing Coordinator with Social Media monitoring, analytics and reports
- Assist with customer service for walk in ticket sales
- During the festival, be actively engaged in live content creation on all social platforms from festival sites.
- Implement a marketing strategy and cross promo outreach for MGFF Regional screenings

Reporting to the Digital & Marketing Co-Ordinator and working closely with the Festival Director and a team of staff, and volunteers, it is envisaged that the successful applicant will gain practical experience in Film Festival Marketing and be given the opportunity to interview with Sydney Film Festival Head of Marketing and Customer Relations for future opportunities.

The successful applicant will prove an ability to meet tight deadlines and manage multiple tasks; displays excellent written and verbal communications skills, be well organised and have a proven interest in marketing and film.

It is expected the successful applicant will commit to Queer Screen's mission and vision statements.

Confidential applications should send a cover letter outlining qualifications and experience to Lisa Rose, director@queerscreen.org.au

For more information on Queer Screen, see www.queerscreen.org.au.

Queer Screen is an Equal Opportunity Employer committed to diversity and social inclusion. The successful applicant will be based in Sydney and be entitled to work in Australia.