

PERTH FESTIVAL

Communications Coordinator

At the edge of Australia, at the edge of the world, our lifestyle, our environment, our history provides us with a singularly distinctive outlook on how we celebrate creativity and culture — and embrace the very best that humanity has to offer from anywhere on the planet. Every summer since 1953 Perth explodes with music, dance, stories, conversations and laughter. Bright and bold and refreshingly down-to-earth, our Festival is made for locals — but we invite everyone to jump in, and experience art in a different light.

Under the direction of the Communications Manager and in close consultation with the Marketing and Programming teams of Perth Festival the Communications Coordinator is responsible for advising on and channelling event-specific operational messaging to key stakeholders and the public to ensure the best possible experience for all.

The responsibilities include, but are not limited to:

1. Assist in designing and implementing publicity strategies.
2. Assist with management of international, national and local media activity
3. Compile media kits, including artist biographies and press releases, across program areas
4. Manage schedules for national arts, lifestyle and travel media to Festival 2019.
5. Co-ordinate long lead listings and features in national colour magazines;
6. Media monitoring in liaison with service provider for reporting purposes
7. Develop and maintain the media contacts database
8. Assist in coordinating artists for attendance at media calls and appearances
9. Source, collate and archive publicity material in conjunction with the Marketing department.
10. Liaise with the Ticketing Administrator to allocate complimentary media tickets
11. Any other duties as directed by the Communications Manager.

The ideal candidate for this position will have completed a degree or diploma with subsequent relevant work experience in communications and have a solid knowledge and understanding of media monitoring. And be proficient in MS Office with a solid working knowledge of MS Excel.

They will have a high level of attention to detail, with exceptional interpersonal written and verbal communication skills. Exceptional organisational skills and demonstrated ability to set priorities and to meet deadlines. And have the ability to work independently, show initiative and work productively as part of a team in a high pressure environment. Experience with Tessitura and Datafest is desirable.

If this role sounds like the perfect opportunity for you, please send through a cover letter addressing the key responsibilities and a copy of your CV via: recruitment@perthfestival.com.au

This is a fixed-term full time position based in Perth, Western Australia and will commence Monday 13 August 2018 (negotiable) and conclude on Friday 29 March 2019.

Salary range for the role \$60,000 - \$65,000 pa pro rata

Applications close 13 July 2018.

If you have any questions regarding this role, please contact Mary Markovic, Human Resource Manager on 6488 8622.

NO AGENCIES PLEASE