



Marketing Coordinator

The producers of Aotearoa's iconic New Zealand Festival, Wellington Jazz Festival, Lexus Song Quest and Second Unit are based in Wellington, New Zealand. We believe creativity is a powerful current that flows across borders and permeates transformative experiences between artists and audiences.

The marketing team is looking for an energetic and creative team player with a minimum of three years marketing communications experience to support us in all matters relating to the production and distribution of its marketing communications plans. This role will focus on campaign deliverables for the 2019 Wellington Jazz Festival and Second Unit event, with a particular emphasis on digital channels.

Key functions will include (but are not limited to):

- Campaign and publication production
- Digital communications production
- External promotions coordination
- Asset and content management
- General marketing and administrative support including archiving and reporting as required.

The ideal candidate will have a minimum three years' experience in a similar marketing communications role and will bring with them:

- Excellent organisational, administrative and time management skills.
- Demonstrated experience in delivering digital marketing (including social media) and audience development strategies and the development, maintenance, reporting and measurement of digital engagement. Platforms may include Facebook, Twitter, YouTube and Instagram. Website CMS, email marketing platforms, Photoshop and video editing experience is advantageous (though not all essential – please outline your relevant experience in the application).
- An energetic self-starter who is a great collaborator and communicator, who copes well working in a busy and fast-paced environment.
- Knowledge of the performing arts, events and entertainment is desirable.

This is a part-time, fixed term contract from mid-January 2019 to mid-July 2019 – with flexible hours to be negotiated with the successful candidate – reporting directly to the Marketing and Communications Manager or in their absence the Head of Marketing and Story.

To apply, please provide a CV outlining your relevant experience as well as a one page cover letter which clearly articulates how your skills and experience meet the Key Capabilities of the role. For any queries or to submit your application please email Suzy.cain@festival.co.nz.

Applications close 5pm Wednesday 19 December 2018.

Please note that due to the nature of our events and festivals, a flexible approach to working hours during event periods is essential.