



adelaide·theatre·guide

The comprehensive online guide to theatre events, news, reviews & auditions in Adelaide and its surrounds

www.theatreguide.com.au

INTERESTED?

Write to us at:

recruitment@theatreguide.com.au

Outlining:

- Why you are interested in the position and your relevant experience/skills/attributes.

ADDITIONAL NOTES:

- The position is purely voluntary (and therefore unpaid).
- Flexible hours – the work can be done at any time you are available to do it.
- It is assumed all applicants have their own computer and internet connection.
- Regular availability to communicate to other members of the team via email (and/or other means) is expected as part of committing to this position.

POSITION: COMMUNICATIONS COORDINATOR

REPORTS TO: ATG GENERAL MANAGER

The Adelaide Theatre Guide provides comprehensive services to the live theatre community in South Australia including reviews of over 90% of productions. Our website experiences over 10,000 hits per day and 15,000 visits per month from keen theatre practitioners, audiences and interested parties.

One of the primary goals of the organization is to help promote theatre in the state. As such, outside of the website, we aim to circulate theatre events, auditions, relevant news and competitions to subscribers of our “theatrebuzz” e-newsletter and to those who follow us on Twitter.

However, due to capacity of the current team, communications via these forms have been irregular in the recent past, and we wish to recruit a Communications Coordinator who will assist us in improving and expanding these areas. The role may further develop in the future, to include publishing relevant news items on the ATG website, and/or to investigate/introduce other forms of social media (on approval of the ATG Management Team).

Required skills and attributes include:

- A passion for customer service and assisting theatre companies to market their events.
- Strong work ethic and drive to deliver quality results.
- Excellent written communication skills.
- Availability to review and collate relevant theatre news and events, and draft and send out (on approval) the “theatrebuzz” e-newsletter (to be delivered approximately once per month).
- High level computer skills – competent in tools such as Microsoft Office suite, image-editing software, cloud-based team and file-sharing collaboration tools, FTP software and a strong understanding of social media and internet capabilities
- experience using software such as MailChimp/Campaign Monitor, Wordpress or website CMS programs, and CRM Programs highly regarded
- Digital marketing skills to enable the creation of appealing and responsive electronic content, including knowledge of HTML as needed for formatting requirements.



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