

Job Description

Communications Coordinator / FringeFeed Editor

About FRINGE WORLD

FRINGE WORLD Festival is the largest annual event staged in WA and the third largest Fringe Festival in the world in terms of tickets sold. The main Festival hub sites that are produced directly by FRINGE WORLD are The Pleasure Garden, the Ice-Cream Factory and the pop-up venues in the Perth Cultural Centre.

FRINGE WORLD is produced by Artrage Inc. a not-for-profit incorporated association that has been at the forefront of developing arts and culture in Western Australia since 1983 and is the third largest cultural organisation in WA, behind Screenwest and the WA Museum.

Alongside the annual FRINGE WORLD Festival, Artrage produces and manages a number of other arts and entertainment enterprises that increase the scale and breadth of the organisation's reach including Rooftop Movies and Girls School Cinema.

Find out more about the positive impact of the FRINGE WORLD Festival and the work of Artrage here: https://issuu.com/artrage/docs/2018_impact_report_issuu

About the Role

The primary purpose of the Communications Coordinator/FringeFeed Editor is copywriting for key Festival digital publications and overseeing the FringeFeed website content.

Application process

In your application, please provide:

- A cover letter (maximum of two pages) that addresses the Qualifications, Experience and Skills required for the role; and
- A current resume with contact details of two professional referees.

Application closing date: WST 5pm Monday 27 August.

Applications received after the closing date will not be accepted. Applications can only be sent via email as MS Word or Adobe PDF files with a total size of no more than 2MB. Do not attach ZIP or password protected files.

Email your application to jobs@artrage.com.au with “Communications Coordinator/FringeFeed Editor” in the Subject heading before the application closing date. Any questions or queries regarding the application process or position can be directed to the FRINGE WORLD Festival Marketing Director, Joanna Hos at jobs@artrage.com.au

By submitting an application for this position you acknowledge and accept our Privacy Policy, which is available to view on our website.

Selection Process

Shortlisted applicants will be asked to take part in an interview in September.

The start date for the position is in the week commencing 22 October 2018.

Contract Details

Salary:	Salary information available on request
Contract Period:	22 October 2018 to 1 March 2019
Working Hours:	Full-time (38 hours per week). Due to the nature of this role, the successful applicant may be required to work reasonable additional hours during peak operational periods.
Working Location:	The role is based at the Artrage office in Northbridge and other Festival locations in and around Perth as required.

Communications Coordinator/FringeFeed Editor

Position Title	Communications Coordinator/FringeFeed Editor
Reports to	FRINGE WORLD Marketing Director
Direct Reports	Nil
Works alongside	Marketing Manager, Senior Marketing Coordinator, Festival Marketing Coordinator, Signage Coordinator, Program Manager, Program Coordinators and external contractors.

Website content coordination

- Contribute to the content strategy development for the website FringeFeed.com.au
- Coordinate a group of volunteer arts reviewers including scheduling and briefing the volunteers in relation to the FringeFeed editorial guidelines.
- Arrange review tickets in coordination with the FRINGE WORLD box office team.
- Copy proof and edit the volunteer arts reviewer's content in keeping with FringeFeed editorial guidelines.
- Use a website Content Management System (CMS) to input and upload reviews and content in a timely manner.

Communications

- Copywriting for the Festival website, e-news and FringeFeed in keeping with the FRINGE WORLD style guide and brand values.

Team and Development

- Embrace the FRINGE WORLD Values in all areas of work.
- Foster the development of positive and communicative working relationships across all delivery areas working on the site.

Qualifications and Experience

- Degree or Diploma in communications or journalism.
- Experience in a communications, journalism or media project delivery role.

Skills

- Strong verbal and written communication skills.
 - Ability to liaise, interact and communicate effectively with a broad range of people.
 - Excellent administrative skills and the ability to implement and maintain efficient records.
 - Proven initiative and high levels of self-motivation, including the ability to work unsupervised.
 - Proven ability to work under pressure as well as plan and prioritise workload.
 - Ability to work effectively in a team.
 - Experience in Microsoft Office suite, including Excel.
 - Experience with a website CMS desirable.
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