

MPAVILION

Position title: **Program Coordinator**

Reports to: Manager – Public Programs

Key internal relationships: Production Manager, Copywriter, Operations Coordinator

Term: November 2019 – March 27 2020

Work type: Full Time (short term temporary contract)

The Program Coordinator will work with the MPavilion team and with participating collaborators to facilitate the successful delivery of events. The role is primarily concerned with fulfilling event management requirements to ensure effective planning and marketing of events including the ongoing delivery of social media.

The Program Coordinator will require excellent written communication skills to support their work in finalising event plans and documentation with collaborators and communicating requirements to all team members.

The role is a full time temporary contract and requires a high degree of availability during the MPavilion season (13 November 2019 to 22 March 2020) as events are delivered 7 days a week including some weekend work.

Key responsibilities

Oversee and maintain the administration and coordination of events including collaborator assets, event information and production details to support the day to day operations of the program.

Work in conjunction with the Production Manager and program team to oversee delivery needs across all events.

Support a comprehensive social media strategy across all platforms including the creation of digital assets and distribution of meaningful content.

Review marketing for accuracy and communicating with event collaborator as required for clarification and/or permission.

Act as a representative of the MPavilion team at events during the season being a part of the 7 day week roster allocating team members to events throughout season.

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Provide administrative support to the Manager – Public Programs.

Nurture the relationships and opportunities that support the delivery of the program to audiences.

Ensure all relationships within the project are collaborative, supportive, enthusiastic and team-orientated.

Other duties as directed by the Manager – Public Programs.

Essential skills and experience include:

- Excellent written communication skills
- Experience using Microsoft office and Adobe Creative Suite
- Capacity to manage multiple deadlines & take initiative
- Excellent organisational skills and attention to detail
- Social media content development skills
- Capacity to manage multiple deadlines and take initiative

Applicants should possess qualifications and training equivalent to an undergraduate degree; or an equivalent combination of relevant experience and/or education/training.

It would be an advantageous for the candidate to have experience in event management and/or public relations. Photography experience would also be advantageous.