



## Marketing & Box Office Officer

- **Promote Arts & Culture across the Bass Coast region.**
- **Full time permanent | Flexible working arrangements and hybrid working.**
- **\$90,772 (plus superannuation) with annual review and EBA**

### **ABOUT THE ROLE:**

Bass Coast Shire Council are seeking an enthusiastic marketing professional to join our Arts, Culture and Heritage team to promote our program of music and theatre performances, visual arts and cinema. The role delivers Ticketing and Box Office services for our cultural venues, manages our digital and social media platforms, and develops, implements and reviews our marketing and communications plans.

### **Your day-to-day responsibilities will include:**

- Developing and delivering audience development strategies for the performance and visual arts programs of our cultural centres
- Implementing on-line Ticketing and associated Box Office services
- Creating digital / social media opportunities, e-news, and the monitoring and updating of our on-line platforms
- Reviewing and creating written content for the promotion of a program of cultural events
- Cultivating relationships across relevant local networks to create broader promotional opportunities

### **A BIT ABOUT YOU:**

We are seeking applications from those who have demonstrated marketing experience in the performing arts sector, along with a working understanding of ticketing systems, or similar. You will be experienced in project management and have strong media networks and writing skills. With an eye for detail, you greatly value communication and collaboration in a deadline driven team environment.

Based predominantly in our Phillip Island and Wonthaggi cultural facilities during standard business hours, there is some requirement after hours and at weekends.

### **HOW TO APPLY:**

For more details on this position, you can download the Position Description by clicking Apply, or contact Malcolm Russell Coordinator Arts, Culture & Heritage on 0428 48 08 16 or via email [malcolm.russell@basscoast.vic.gov.au](mailto:malcolm.russell@basscoast.vic.gov.au)

To apply, please attach a short cover letter outlining your interest and suitability to this role, and your resume.

**Closing date:** Midnight Wednesday 29 November 2023

## **WHY BASS COAST SHIRE COUNCIL:**

From surfing to cycling to wining and dining and everything in between, Bass Coast provides the perfect balance of rural, residential and holiday lifestyles for all to enjoy - all with stunning backdrops of beaches, bushland and rolling hills. Less than 2 hours from Melbourne by car, Bass Coast Shire is one of Victoria's fastest growing municipalities and an easy drive from the hustle and bustle of city life. If you are looking for that sea change, or open to flexible working, Bass Coast Shire Council could provide you with that perfect employment opportunity to support your interpretation of work/life balance.

Bass Coast Shire Council has been recognised as a leader within local Government. We have designed and implemented landmark workplace policies that are some of the most advanced in the state. We have led the public conversation on gender equality and continue to drive initiatives that back up our commitment to an inclusive workplace culture. We have also pledged a commitment to do our part in the fight against climate change; working together with the community and our employees to take action on this global crisis.

Bass Coast Shire Council continues to exceed goals in service excellence and has recently embarked on the implementation of new technologies and systems to support our high standards of service delivery. We are a Council that thrives on innovation, and this is an exciting time to join us and play a significant role in shaping our workforce for the future.

## **Reasons why we love working at Bass Coast Shire Council:**

- At Bass Coast Council, we celebrate diversity and have made it a top priority for all staff to feel safe and welcome regardless of race, religion, gender, disability, age or sexual orientation. We value inclusivity and a positive workplace culture.
- Flexible working arrangements; including flexible start and finish times and a hybrid working model. We encourage our employees to think about their work-life balance and what will help them flourish.
- We encourage open discussions with People Leaders and the People & Culture team to talk about any individual modifications or adjustments that may be required, enabling your on-going success in the role. Reach out to [humanresources@basscoast.vic.gov.au](mailto:humanresources@basscoast.vic.gov.au) to start the conversation.
- Regular and proactive discussions on performance development, focusing on shared expectations, training opportunities, and career advancement. What can we do to help you achieve?
- Opportunities to experience other roles in the business with our 'Expression of Interest' process
- Options to purchase additional annual leave in advance of any extended trips or planned time off.

## ***Bass Coast Shire Council is committed to the safety and wellbeing of children.***

*We support and respect all children, as well as our staff, contractors and volunteers. Our organisation is committed to preventing child abuse by identifying risks early and intervening*

*to address these risks. We are committed to the safety of all children, particularly those from diverse backgrounds, including Aboriginal and Torres Strait Islander children, children who are culturally and linguistically diverse, and those with varying needs and/or disabilities.*