

- Position:** Marketing and Fundraising Coordinator
- Location:** Victorian Pride Centre, 79-81 Fitzroy Street, St Kilda, VIC 3183
- Key Details:** 5-month fixed-term contract (1 July – 30 November 2024). Full-time.
- Salary:** \$65,000 + Super.

### **ABOUT THE POSITION**

The Marketing and Fundraising Coordinator plays a pivotal role within MQFF, contributing to the development and implementation of MQFF's marketing, operations, and fundraising efforts. This exciting new role will enhance MQFF's fundraising capacity and boost the organisation's visibility and engagement beyond metropolitan Melbourne through community outreach initiatives.

Reporting to the Marketing and Fundraising Manager, the Marketing and Fundraising Coordinator is a full-time role operating from the Victorian Pride Centre, St Kilda, with opportunity to occasionally work remotely. You will work closely with the agile MQFF team to deliver the annual Melbourne Queer Film Festival, leveraging marketing plans, establishing community and donor relationships, and assisting with key communications to ensure the success and growth of the organisation.

If you're passionate about queer film, dedicated to supporting the LGBTQIA+ community, and eager to showcase the vibrant diversity of queer culture in Melbourne, we'd love to hear from you.

### **KEY ACCOUNTABILITIES**

#### **Marketing & Communications**

- Coordinate marketing objectives to promote the Festival across various platforms including digital, print and social media.
- Assist with the day-to-day Festival operations and customer service enquiries.
- Assist with the Festival ticketing setup, implementation, and management.
- Act as a point of contact for the community sector and individuals to facilitate participation by cultivating new and existing relationships with community groups.
- Identify opportunities to connect intersectional groups with the Festival both online and in-person.
- Liaise with LGBTQIA+ community groups across Victoria to establish and nurture community connection with MQFF.
- Facilitate customer service across MQFF's communication channels, including email, phone, and social media.
- Assist with website and digital communications management.
- Assist with the organisation's implementation and delivery of our online streaming platform.

## Fundraising

- Assist with the delivery on partnerships outcomes for MQFF's partners and sponsors.
- Assist in overseeing the partnership database and gathering partner assets and comms.

## General

- Work collaboratively with other MQFF staff members to deliver the annual Festival.
- Uphold the organisation's vision, values, and brand profile.

Key Selection Criteria	
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"><li>• Good knowledge of best digital practices with an understanding of current trends and strategies.</li><li>• Exceptional organisational skills, good attention to detail and ability to meet deadlines with competing priorities.</li><li>• Experience managing or coordinating social media channels, with the ability to provide insight and reporting.</li><li>• Experience using WordPress or similar CMS platform, with an understanding of HTML.</li><li>• Experience managing and utilising customer database.</li><li>• Experience in liaising with community members / groups and a demonstrated aptitude for high level of customer service.</li><li>• Proficient copywriting skills, good attention to detail, and a strong understanding of brand voice and messaging.</li></ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"><li>• Enthusiasm – Enthusiastic work ethic and a self-motivated approach to all tasks. An ability to manage workload autonomously.</li><li>• Flexibility – Adaptable approach to all situations and a willingness to be flexible to meet the needs of the organisation.</li><li>• Initiative and Accountability - Take responsibility for actions and proactively implement work plans and address issues.</li><li>• Integrity – Demonstrates a sense of corporate responsibility and a commitment to community.</li><li>• Teamwork – Cooperate effectively within a team and work collaboratively to achieve work goals.</li></ul>

<b>Qualifications and Experience</b>	<ul style="list-style-type: none"><li>• Undergraduate Degree in Marketing or Communications, or similar.</li><li>• Lived experience in the LGBTQIA+ community.</li><li>• Experience working in the LGBTQIA+ / arts / or not-for-profit sector will be viewed favourably.</li></ul>
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Melbourne Queer Film Festival is an Equal Opportunity Employer and encourages people from all backgrounds to apply. Members of the LGBTQIA+ community are strongly encouraged to apply for the position.

**HOW TO APPLY**

Email your CV and cover letter addressing the Key Selection Criteria to the Marketing and Fundraising Manager, Nathan Boadle, by 5:00 pm, Thursday 23 May 2024:  
[xnathan.boadle@mqff.com.au](mailto:xnathan.boadle@mqff.com.au)