

## Marketing Assistant (Casual - from 10 hours per week)



### Our Mission

Speak Up Studio creates exciting and engaging speech and drama and musical theatre programs that build confidence and encourage children to be positive about speaking up. Speak Up programs (based at our home studio in Red Hill, and at 15 primary schools throughout Brisbane) give children the opportunity to make friends, dress up in costumes, develop a love of reading and literature and extend their performance technique in a supportive, non-competitive environment. We help students develop confidence, creativity and communication skills that will help them in school and stay with them for life.

### What We Offer

Speak Up Studio's hires extraordinary people, and supports them every step of the way. Our leadership ideology is about finding inspired people, and giving them a platform to do what they love. It's as simple as that. Our office is filled with laughter, Disney music, and cheerful people who are serious about the benefits of performing arts education. We are a growing business, and offer fantastic opportunities for advancement, based on each of our team member's specific skills and career goals.

### Position Description

You love marketing and see it as both a science and an art. You have experience working in small business, and being involved in all aspects marketing, from writing newsletters to creating graphics. You are excited about the idea of working with a company who knows exactly what they do and why they do it. You believe in the power of arts education.

You are methodical, organised and able to work autonomously. You make version control look effortless. Your world is colourful.

You love the idea of working closely with the Studio Director to develop and implement marketing strategy and content. You are not afraid to try new things and implement new systems as you grow to understand your role. Your work ensures that Speak Up Studio continues to be viewed as a professional organisation by current and prospective parents.

You want to be a part of a growing business that will acknowledge your skills and efforts, and create opportunities for you to progress your career as a marketing expert.

### Experience and Professional Background

- Experience working in a junior marketing role for a small business
- Qualifications in communication, graphic design, marketing will be highly regarded

### Skills

- Graphic design skills
- Excellent organisation skills
- Ability to work autonomously
- Excellent writing and spelling skills

## **Tools**

- Apple operating system and software including Pages
- Adobe Photoshop, Illustrator, InDesign
- Canva
- MailChimp
- Wordpress
- Coschedule

## **Attitudes**

- Positive attitude toward working as part of a small team
- Positive attitude towards children
- Enthusiasm and passion for communication

## **Practical Considerations**

- A current Blue Card (or the ability to obtain one)
- Prepared to attend Speak Up concerts and events approximately twice per term

## **The Following Applicants Need Not Apply**

- Please do not apply if you do not have experience working in a similar role
- Please do not apply if you are a company - we are looking for a team member who can become a key part of our organisation

## **To Apply**

Please email your resume and cover letter to Miss Cathy Clur via [work@speakupstudio.com.au](mailto:work@speakupstudio.com.au). Please demonstrate your attention to detail by ensuring that your cover letter is in the body of the email (not an attachment) and that your resume contains at least two contactable referees, and is attached as a PDF. Applications close 5pm Friday 1st September, 2017.