



VACANCY

Marketing Administrator

Remuneration will be aligned to the company remuneration policy

We are looking to appoint a Marketing Administrator for a period of 12 months.

Reporting to: Project Marketing Co-Ordinator

Purpose: Provides administrative support to the Marketing sub-unit and ensures compliance with relevant company policies and procedures

Main Duties:

- Assist with managing social media channels
- Assist with updating information on Artscape's website
- Maintains Artscape's electronic photo archives
- Assist with newspaper advertisement bookings with various newspaper houses
- Design of in-house invitations, posters, publicity material
- Collates all artwork/imagery for the Artscape events calendar and supplies to
- Organizes collection and delivery of print materials
- Ensures that all print materials are distributed by an outsourced company
- Assist with video and photography for various events

Educational & Experience Requirements

- Matric Certificate
- Relevant tertiary qualification in Marketing / Advertising
- Knowledge of Adobe (or similar) creative suite is required
- A minimum of 3 years relevant experience

Further Requirements

- Excellent interpersonal skills
- Excellent planning and organizing skills
- Goal orientation
- Creative and analytical ability
- Financial management skills, including drawing up and managing budgets
- Stakeholders relationship management
- Knowledge of the Performing Arts, Theatre and related fields will be advantageous

Closing date: 15 March 2024

Interested applicants may forward their Curriculum Vitae and a covering letter to Zandile Mbizela in the Human Resources Department by E-mail: hadmin@artscape.co.za or Post: Artscape, PO Box 4107, Cape Town, 8000.

Artscape supports the principles of Affirmative Action and the provisions of the Employment Equity Act. If you have not heard from us within four weeks of the closing date, please consider your application unsuccessful.