

Job Title	Digital Content Producer	Location	Melbourne
Reports To	Associate Director Communications & Marketing	Type	Part-time 0.4 FTE
Salary	\$60k Base plus Super (Pro-rata)	Start	Immediate

Overview of the Position

The Digital Content Producer is a new position responsible for the creation and editing of multimedia video content for Asia Society Australia's digital communication channels often with the requirement to meet quick turnarounds in response to international news. Additional responsibilities include design of physical materials, web content management, and communications support to the wider team as required

Key Duties

- Create multimedia digital content, including producing video and audio
- Design infographics, reports and briefs
- Digital content management for web and social media
- Produce live online webcasts and livestreaming
- Track and report on the delivery of content
- Liaise with partner organisations and stakeholders to secure brand assets
- Work collaboratively with the wider Asia Society Australia team to deliver a rich, cross-platform engagement experience for members and supporters
- Other duties as required by the Organisation

Selection Criteria

Essential
Desirable

Qualifications

Bachelor's degree or higher in Design, Digital Content, Arts, Communications, or related field or extensive portfolio of design work



Experience

One or more years of relevant work or internship experience in design, social media management, content management, and/or



communications in a corporate, government, academic or not-for-profit setting		
High level of proficiency in design software, primarily Adobe Creative Suite and Canva	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Skills		
Strong design and digital production skills, including editing and livestreaming software	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comprehensive understanding of all major social media platforms	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Extensive experience with website content management systems, particularly Drupal and WordPress	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Strong communication abilities, both written and verbal	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Demonstrated experience in working cohesively with a team to reach a common goal	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Impeccable time management skills with the ability to juggle multiple projects and prioritise tasks efficiently	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Excellent attention to detail and accuracy	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Interest and/or work experience in Asia, ideally demonstrating some general knowledge on Asia / international relations	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Computer Skills		
Proficient in Microsoft Office Suite	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Design software (Adobe Creative Suite, Canva)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Content Management Systems (Drupal, Wordpress)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Social Media Platforms	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Customer Relationship Management Systems (Salesforce)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other		
Ability to work in a small, productive team with tight timelines	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to travel interstate and overseas when required	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to work before/after standard business hours	<input checked="" type="checkbox"/>	<input type="checkbox"/>
To Apply		
Position Enquiries: Andrew Tijs, Associate Director Communication & Marketing		
How to apply: 1. Please e-mail your CV and a cover letter to HR_AUS@asiasociety.org . 2. Please indicate the job title in the subject line.		