



106.7FM

Progressive Broadcasting Service
Co-operative Limited ABN 35 055 984 865
P 03 8415 1067 | E info@pbsfm.org.au
PO Box 2917, Fitzroy MDC 3065

Position Title: Events Coordinator
Organisation Name: PBS 106.7FM
Location of Job: Collingwood Yards

Hours: 0.8FTE – 28 hours per week, four day week

Pay: \$48,000 + super per annum (\$60,000 pro rata)

Reports to: Marketing and Events Manager

Community broadcaster PBS 106.7FM is an icon of Naarm/Melbourne's unique music and arts community. Since 1979, PBS has been a key provider of independent and diverse music broadcasting. With more than 80 specialist music programs ranging across all genres, PBS is dedicated to promoting and nurturing music in all its forms.

The successful applicant will be experienced in event management and promotion, and fluent in writing for online audiences and social media. They will be a good communicator, adept at juggling a multitude of tasks, whilst maintaining a focus on the bigger picture. Ideally they will have established music industry connections, a passion for music and a good understanding of PBS and its position within the city's musical landscape. This role will require the successful participant to work outside of office hours.

Duties and Responsibilities:

This role includes, but is not restricted to, the following duties and responsibilities. Tasks may be altered from time to time to meet organisational needs.

- Concept, delivery, promotion and publicity of regular and one-off events with a focus on fundraising and marketing for the station. This includes liaising with artists, venues, sponsors, designers and PR.
- Proactively seek out opportunities for PBS to be involved and included in relevant Victorian music, arts and cultural festivals.
- Work collaboratively with PBS Programming, Production and Sponsorship departments to initiate and deliver outside broadcast opportunities.
- Oversee the planning and delivery of regular internal station events and functions.
- Contribute to PBS' online and print communications.
- Manage volunteers to assist with the above duties.

Key Selection Criteria:

- Experience in music event management, including worksheets, budgets and reporting.
- Demonstrated experience producing events from concept to delivery, including promotion and publicity.
- Excellent written and verbal communication skills, especially writing for online and social media.
- Strong knowledge of Naarm/Melbourne's music community and industry.
- A commitment to the principles of equity and inclusion.
- Strong attention to detail with proven ability to effectively manage multiple tasks to deadline.
- A self-starter who works easily with others and is also comfortable with autonomy.



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Desirable Criteria:

- A good working knowledge of Adobe Creative Cloud.
- Video production and editing skills.
- Photography and editing skills.
- Experience working with a web CMS such as Drupal.
- Experience in working within a community organisation, volunteer or not-for-profit environment.
- Community radio experience and/or knowledge.

PBS 106.7FM acknowledges the Wurundjeri Woi-Wurrung people of the Kulin nation, the sovereign custodians of the land from which we broadcast. PBS pays our respects to Elders past and present, and extends that respect to all Aboriginal and Torres Strait Islander people.

People from Indigenous, culturally and linguistically diverse backgrounds, LGBTQI+, gender diverse people, and people with disabilities are encouraged to apply.

Hours of Work:

This role is permanent part-time, which is usually to be completed during the office hours from 10am-6pm, Monday to Friday. NOTE: Additional hours outside of normal office hours will be required. Some flexibility / work from home options will become available once the successful applicant has settled into the role.

How to apply:

Please send applications addressing the selection criteria, a cover letter and CV with two referees (who won't be contacted without applicant's prior knowledge) to Kristen Paterson at kristen@pbsfm.org.au by 9am Wednesday 10th July, 2024.