

# MARKETING ASSISTANT



Stardome Observatory & Planetarium is a place of exploration, education and research. We are woven into the fabric of Auckland City, having been passionate about sharing our love of space as far and wide as possible since 1967 from our One Tree Hill location.

A part-time opportunity has arisen in the Marketing Team of this not-for-profit organisation, to support the Marketing and Communications Manager in ensuring the successful delivery of all marketing activities.

The ideal candidate will be a marketing and/or communications student who is looking to kick start their marketing career during their studies. It may also be suited for someone who has previously worked in a marketing support role who is returning to the workforce.

The position requires approximately 20 hours a week. The days of work will be arranged at the start of each semester around your study schedule.

## **Responsibilities include:**

- Ownership of social media channels
- Assisting in the delivery of digital marketing strategy regarding owned media content calendars, EDMs and online content creation
- Management of Customer Loyalty club and system
- Distribution of advertising collateral
- System backend programming of shows and maintaining show listings on online platforms
- Assisting in the development and delivery of public programmed events
- Assisting in the front of house retail space, when required
- A range of other tasks that support marketing activities

## **Successful candidates will:**

- Have an interest in and a sound understanding of marketing, digital platforms and social media management
- Currently studying marketing and/or communications at a tertiary level or have the equivalent, relevant work experience
- Strong administration skills, creativity and an eye for detail
- Motivated, a team player and excellent time management skills
- Exceptional written communication skills. No previous knowledge of space or astronomy is required. However, you will need to be willing and eager to research and stay up to date on space and science news and then translate this into exciting and accessible content for our audiences to engage with
- Previous experience in a customer-centric organisation or retail/reception environments

Basic photography skills and a full, clean drivers license would be an advantage.

No two days are the same at Stardome, so you will be quick on your feet and happy to pitch in to help the small but passionate Stardome team.

**For more information, email Kelsey on [kelsey@stardome.org.nz](mailto:kelsey@stardome.org.nz)**

**Applications close: 28 February 2019. Interviews may take place prior to the closing date, so we encourage you to apply sooner rather than later.**