



Position Description

Marketing Coordinator

Position Title:	Marketing Coordinator
Reports to:	CEO
Direct reports:	None
Status:	Permanent Part-time
Hours of work:	0.4–0.6 FTE negotiable (15–22.5 hours per week), with priorities agreed to reflect the part-time scope of the role. Flexible working arrangements are available in relation to workdays and daily hours. Additional hours may be required during production seasons, including occasional evening and weekend attendance at performances or events.
Salary:	\$70,000
Last updated:	July 2026
Purpose:	Increase awareness of Milk Crate Theatre through engaging marketing and audience communications while ensuring efficient office administration and organisational systems.
About Milk Crate Theatre	Milk Crate Theatre effects social change through the power of performance. We provide opportunities for people whose voices are under-represented to engage in artistic practice to build confidence, skills and connections; and then share their bold and resonant stories to build empathy and break down barriers. Our community of Collaborative Artists are generally living with, have experienced or are at risk of homelessness; living with mental health or disability support needs; have experienced domestic violence or come from First Nations and/or culturally and linguistically diverse communities.

Key Position Accountabilities:

Accountability:	Responsibilities:
Planning & Strategy	• Contribute to planning & strategy development discussions under the direction of the CEO. • Participate in team meetings and contribute to effective day-to-day of Milk Crate Theatre. • Attend relevant external meetings or sector events as requested, providing information and updates within agreed parameters.
Marketing & Communications	• Manage social media across all platforms (Instagram, Facebook, LinkedIn & Youtube) • Create compelling, audience-centred written, photographic and video content. • Actively grow engagement, reach and digital audiences. • Produce eDMs for multiple audiences. • Maintain the website (WordPress) • Develop marketing campaigns for productions and programs. • Coordinate award submissions and public presentations.
Administration & Operations	• Provide administrative support to the CEO and producers. • Maintain organisational policies and templates. • Support office systems including Monday.com. • Coordinate meetings and document management. • Manage relationships such as complimentary ticket programs with external companies.
Business Development Support	• Assist with grant formatting and submission administration. • Support partnership documentation. • Coordinate marketing collateral for fundraising and sponsorship.
Operations & Administration	• Follow agreed policies, procedures and evaluation practices that support MCT's social impact objectives. • Identify and escalate relevant operational or evaluation risks to the CEO or appropriate team member. • Contribute to effective office operations and administrative functions as required within the scope of the role. • Resolve routine issues within agreed procedures and seek guidance on complex or sensitive matters. • Report issues or incidents in accordance with incident management procedures. • Maintain relevant relationships with external theatre companies through community programs, such as access to complimentary tickets, as directed. • Undertake other duties as reasonably required and aligned with the role's part-time scope and classification level. • Model and uphold the behaviours outlined in MCT's Code of Conduct, Child Safety Policy and other relevant policies.

Knowledge & Skills

Essential

1. Experience in marketing and communications, including the ability to develop clear, engaging content for a range of audiences and channels.
2. Proficiency in Canva and basic video editing, with the ability to create professional, accessible and on-brand visual content.
3. Experience maintaining website content in WordPress, including updating information accurately and ensuring content is current, user-friendly and aligned with organisational messaging.
4. Experience using CRM or database systems to maintain accurate records, support communications and contribute to effective organisational administration.
5. Excellent administration and organisational skills, with the ability to maintain systems, coordinate tasks and support efficient day-to-day operations.
6. Strong written communication skills, with the ability to write clearly, accurately and appropriately for different purposes and stakeholders.
7. Demonstrated ability to manage multiple competing priorities, exercise sound judgement and meet agreed deadlines within a part-time role.
8. Working with Children Check and Criminal Record Checks.

Desirable

- Passion for the Arts/Creative Sector.
- Knowledge of the not-for-profit sector and experience working with communities who have experienced, are living with or are at risk of Homelessness, Mental Health Issues, Disability and any of the other issues that may be associated with social and financial disadvantage.
- Knowledge of Community Arts and Cultural Development practice
- Current Driver's Licence

Remuneration will be negotiated with the successful candidate to reflect experience. Milk Crate Theatre is a Public Benevolent Institution and can offer salary packaging in line with our salary packaging policy.