

Pint of Science Australia is run entirely by volunteers. All roles in the organisation are unpaid.

Communications Project Officer

Purpose of the Role:

The Communications Project Officer is responsible for supporting content creation, social media management, and digital marketing, to promote Pint of Science Australia's science engagement activities as part of the Annual Festival and off-season events.

Position in the Organisation:

Reporting to the Communications Manager, the Communications Project Officer works collaboratively with members of the Media & Communications portfolio and internal stakeholders to drive public engagement with Pint of Science Australia. The Communications Project Officer is expected to attend regular update meetings with the Communications Manager.

Key Responsibilities:

- Work collaboratively across the Media & Communications portfolio to support digital promotion of Pint AU's science engagement activities during the annual festival and the off-peak season.
- Assist in creating social media content, web content, and content for mailing list campaigns;
- Assist in creating and distributing branded templates for social media content;
- Assist in the management of Pint of Science's social media accounts, including through the moderation and mentions or links from external sources, to ensure they align with Pint of Science AU messaging and brand.
- Assist with maintaining, updating, and expanding Pint of Science Australia's database of digital communications assets (such as graphics and document templates).

Expected time commitment:

2-3 hours per week, increasing to 2-5 hours per week in the six weeks leading up to the Pint of Science AU annual festival (May 13-15, 2024).

Term:

This position is being filled for one Pint of Science Australia season, until July 2024. This Term may be extended upon mutual agreement between the incumbent and the Pint AU supervisor.

Key Selection Criteria:

- Highly effective written and verbal communication and skills, including a strong attention to detail.
- Strong ability to work effectively with a range of internal stakeholders to accurately represent the views of Pint of Science AU.
- Passion for promoting science engagement and advancing the Pint of Science AU's mission.

Desired Skills:

- Science communication experience
- Graphic design experience, including proficiency in Canva
- Experience with search engine marketing, Google Analytics, and Google AdWords

Application process:

If you feel you meet the requirements of the role, please apply by sending through your CV and a covering letter addressing the key selection criteria to Co-CEOs Maria Roitman and Jin-oh Choi at: ceos@pintofscience.com.au.