



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: Sponsorship and Promotions Coordinator

Organisation Name: PBS 106.7FM

Location of Job: Collingwood Yards

Hours: Full time, 35 hours per week

Pay: \$60,000 - \$65,000 per annum depending on experience + super

Reports to: Sponsorship and Promotions Manager

PBS 106.7FM is seeking a sponsorship and promotions coordinator to assist the sponsorship department in delivering on-air and multi-platform promotional campaigns for our clients.

Community broadcaster PBS 106.7FM is an icon of Melbourne's unique music and arts community. Since 1979, PBS has been a key provider of independent and diverse music. With more than 80 specialist music programs ranging from soul to garage to country to jazz, PBS is dedicated to promoting and nurturing music in all its diversity.

We have recently moved into our beautiful new studios at Collingwood Yards on Wurundjeri land and launched a five-year strategic plan. We're seeking a new team member to join us as we celebrate this new chapter.

The successful applicant will need to be familiar with the local music and arts scene, experienced in client account management and lead generation, as well as being fluent in writing and editing for scripts, online and marketing purposes. They will be a good communicator, goal orientated, 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 good understanding of PBS.

Key Selection Criteria:

- Outstanding written communication skills and text editing experience
- Ability to negotiate financial deals – lead generation, pitching and tailoring opportunities
- Client relationship management and experience coordinating relationships with external practitioners including other media, artists, venues, festivals and agencies
- Experience reporting, data collection and analysis post campaign
- The ability to thrive in a small team environment and work effectively with other departments
- Strong computer skills, Word/Excel/Outlook/Windows. Client management systems knowledge a plus
- Strong work ethic and attention to detail
- Demonstrated ability to organise and maintain multiple tasks, projects or demands and deliver across both short term and long-term deadlines
- Positive, friendly, and respectful personality



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Desirable Criteria:

- Good knowledge of PBS programming and ethos
- Knowledge of digital and traditional media landscape a bonus
- Experience in working within a community organisation or not-for-profit environment
- Solid local and international knowledge of live and recorded music
- Experience working with volunteers
- A relevant qualification

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 Wurundjeri Woi Wurrung Elders past and present, and extends that respect to all Aboriginal and Torres Strait Islander people.

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

Hours of Work:

This role is full-time 35 hours a week, during the office hours of 10am-6pm, Monday to Friday. Occasionally, additional hours outside of normal office hours will be required.

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, PBS General Manager, at kristen@pbsfm.org.au by 9am Tuesday 23rd July, 2024.