



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: Marketing & Communications Assistant

Organisation Name: PBS 106.7FM

Location of Job: Collingwood Yards

Hours: Part-time 0.6FTE - 21 hours/3 days per week

Pay: \$65,000 pro rata - \$35.70 per hour

Reports to: Marketing and Events Manager

For 45 years, community broadcaster PBS 106.7FM has played an integral part in Melbourne's diverse music community. With over 80 specialist music programs ranging from soul to indie to electronic to jazz, PBS is dedicated to amplifying under-represented music and supporting the local music community.

The successful applicant will be an excellent communicator with a background and passion for social media content, digital communications and publicity. They will be a confident writer for online audiences, able to manage competing priorities while keeping the bigger picture in view. A genuine feel for music culture and the non-profit sector, and an understanding of what community radio means to the people who love it, will be just as valued as technical skills.

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.

- Develop and deliver external communications across the station's digital channels
- Coordinate web and social media promotion of the station, its fundraising drives, programs and events
- Write, design and schedule a weekly email newsletter
- Work with PBS departments to keep online communications current, accurate and consistent with PBS' vision to amplify under-represented music and support the local music community
- Assist in the planning and execution of annual fundraising drive marketing
- Assist in producing the twice-yearly Waves magazine
- Keep across industry news, emerging social media platforms and trends, and how to best reach our community and beyond
- Other duties as required



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

Key Selection Criteria

- Excellent written and verbal communication skills, with experience in website content management and social media
- Demonstrated editorial judgement
- Knowledge of Naarm/Melbourne's diverse music community and live music scene
- Experience with Adobe Photoshop or similar
- Strong attention to detail and ability to manage multiple tasks to deadline
- Ability to report on campaign results across multiple platforms
- Commitment to equity and inclusion, and an understanding of how that applies in a community broadcasting context

Desirable Criteria

- Adobe Creative Cloud, particularly Premiere Pro
- Experience in video and photography
- Experience working with volunteers
- Community radio experience and/or knowledge
- Familiarity with email marketing and social media management tools, including analytics platforms such as Google Analytics and Meta Business Tools

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 Aboriginal and Torres Strait Islander communities, people with culturally and linguistically diverse backgrounds, members of the LGBTQIA+ community and people with disabilities are encouraged to apply.

Hours of Work

The successful applicant will occasionally be required to work outside standard business hours.

How to Apply

Please send applications addressing the selection criteria, with CV, two referees (who won't be contacted without the applicant's prior knowledge) and a cover letter to Kristen Paterson at kristen@pbsfm.org.au by 9am Wednesday 15 July, 2026. Late applications will not be considered.