



SHOOT International Media Production Co.,Ltd.

MARKETING & COMMUNICATIONS MANAGER WITH SHOOT

MARKETING AND COMMUNICATIONS MANAGER - PHNOM PENH

DUTIES

WORK THE PROGRAM DEVELOPMENT TEAMS GATHERS CONTENT WRITE EFFECTIVE, IMPACTFUL COPY, ADAPTING WRITING STYLE DIFFERENT MEDIUMS RESOURCES "INCLUDING WEBSITE, DIRECT MAIL APPEALS, SOCIAL MEDIA ETC. AND ENSURE TIMELY DELIVERY ALL MATERIALS

- SUBMIT DRAFTS PROGRAM DIRECTOR DEVELOPMENT COORDINATOR REVIEW APPROVAL
- SUPPORT PR ACTIVITIES, INCLUDING PREPARING TEXT VISUALS PRESS RELEASES
- MANAGE RECRUITMENT, CONTRACTING PAYMENT PR COMMUNICATIONS SUBCONTRACTORS
- ENSURE CONSISTENT HIGH QUALITY VISUAL UNITY ALL SHOOT MATERIALS, WHETHER PRODUCED HOUSE BY SUBCONTRACTOR
- MAINTAIN ARCHIVE IMAGES OTHER MATERIALS RECORDING SHOOT EVENTS PROGRAMS
- MANAGE EVENTS PROGRAM AIMED AT GENERATING INCOME, INCREASING AWARENESS

REQUIREMENTS

- 2-3 YEARS' EXPERIENCE MARKETING COMMUNICATIONS, PREFERABLY IN ARTS SECTOR
- DEGREE RELEVANT DISCIPLINE, E.G. MARKETING, ENGLISH, CREATIVE WRITING, BUSINESS
- FIRM GRASP BASIC MARKETING PRINCIPLES
- STRONG PROJECT MANAGEMENT SKILLS, THE ABILITY ESTABLISH PRIORITIES MULTI-TASK WITHIN TIGHT TIMELINES HIGH

EXPECTATIONS

- STRONG INITIATIVE ABILITY INDEPENDENTLY LEAD PROGRAM TEAMS
- MINIMUM 2 YEARS PROGRAM MANAGEMENT EXPERIENCE (PROJECT DESIGN, PLANNING, WORK PLAN MANAGEMENT, BUDGET MANAGEMENT CONTROL)
- HIGH LEVEL PROFICIENCY WRITTEN SPOKEN ENGLISH
- GOOD NETWORKER COMMUNICATOR

ONLY SHORT LISTED CANDIDATES WILL CONTACTED AN INTERVIEW



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