

INDIGITUBE MANAGER

POSITION DESCRIPTION

APPLICATIONS CLOSE: MONDAY 30 AUGUST 2021

This is a First Nations identified position.

Overview

indigiTUBE is the national media platform by and for First Nations people. Gathering stories from our extremely remote to urban regions, from contemporary content to archived histories.

indigitube.com.au

The Project Manager will oversee the day-to-day operations of the indigiTUBE platform; engage with First Nations Media members and contributors, provide national representation, promote new content, increase audience awareness and usage of the app. This role will be responsible for driving new partnerships and overseeing the delivery of projects connected with the platform.

Key Responsibilities

- Drive the strategic direction of indigiTUBE with the Steering Committee
- Build and strengthen ongoing relationships with First Nations Media members and indigiTUBE contributors
- Support identified First Nations contributors to upload radio shows, podcasts, music, video, language and culture content
- Manage the indigiTUBE Language and Culture Resource for schools
- Curate content for the indigiTUBE platform and app
- Promote content through indigiTUBE's digital and social media platforms
- Represent indigiTUBE at selected events, festivals and conferences across the country
- Manage digital maintenance of the platform and resolve IT issues
- Provide regular update reports

Competencies required

- Project management skills
- Experience in digital media and promotion
- Communications skills for media interviews, event representation and reporting
- Ability to effectively manage time
- Work within budget provisions
- Work productively in a team and with external stakeholders
- Ability to travel nation-wide when required
- Current driver's licence and 4WD experience
- Demonstrated knowledge and understanding of First Nations communities and the issues affecting our people
- Demonstrated ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander people.

TERMS AND CONDITIONS

Full-Time (38 Hrs/week).

\$90,000 per annum + Superannuation, Workers Compensation and Holiday leave loading of 17.5%.

Salary sacrifice options are also available.

5 weeks annual leave

Location: Flexible

Email your application to jaja@indigitube.com.au

We ask applicants to ensure that their resume and supporting cover letter contain information that addresses the key requirements of the role.

It is a requirement that prior to commencing in this role, you possess (or have applied for) a NT Working with Children (Ochre) Card and a National Criminal History Check (within 3 months).
