



## Position Description

---

### Marketing Coordinator with All The Queens Men

#### Background and Context:

All The Queens Men (ATQM) is an independent arts organisation founded by Tristan Meecham and Bec Reid. The Company collaborates with communities of all shapes, sizes and identities to create contemporary art and creative experiences that champion equity, social health and human connection. ATQM values pride, activism, generosity, respect and joy.

ATQM has collaborated across a spectrum of communities and been presented to tens of thousands of audiences globally. The Company believes that the arts, social health, and community wellbeing are indelibly intertwined, and maintains extensive and generative networks across these sectors. In particular, ATQM is a leading creative voice within LGBTIQ+ communities, where its commitment to equality, connection, and social justice frequently finds expression through projects such as The Coming Back Out Ball, LGBTIQ+ Elders Dance Club and Digital Dance Club.

#### The Role:

ATQM seeks an energised Marketing Professional to assist with all the Company's outward marketing and communications. ATQM encourage applicants from diverse backgrounds and experiences. The role would:

- Broadly collaborate with ATQM Staff and manage ATQM's socials, EDM and coordination of specific project collateral.
- Specifically update ATQM's Facebook, Instagram, and Twitter on a regular basis in alignment with the Company's activities
- Specifically coordinate, proof and deliver ATQM's EDMs in collaboration with ATQM Staff
- Specifically coordinate, proof and create project specific collateral with ATQM Staff.
- Ensure ATQM's Vimeo channel and URL videos are kept up to date
- Manage relationships with Presenters' marketing counterparts for the duration of a project
- Drive any specific marketing campaigns and subscriber targets
- Collaborate with Marketing Consultant in the creation and activation of the Company's first marketing plan
- Collaborate with ATQM on the design and implementation of a new URL
- Update the URL regularly with project and news updates

#### Attributes and Skills:

- Excellent communications skills
- Collaborative spirit
- An empathic listener
- Genuine curiosity to engage with varying communities
- Excellent administration skills: word, excel, Dropbox, Youtube, Vimeo, social media etc
- Web, graphic design, and basic video editing skills
- Flexible working methods
- Queer and / or aware of LGBTIQ+ politics and sensitivities
- Loves a laugh

**Hours and Remuneration:**

The role is employed for eight hours per week starting at the beginning of 2022. This twelve-month contract will be reviewed in March 2022. Unless otherwise authorised, ordinary hours must be worked between 9 am and 5pm on nominated weekdays. The role is entitled to \$40 per hour with the salary component payable weekly less tax (Remuneration). The weekly wage is: \$320 (AUD) per week before tax.

**Other:**

The Marketing Professional can work from home or preferred workspace and must have their own computer. Where possible, you are warmly invited to attend ATQM's live and online activities. The Marketing Professional must monitor and adhere to Covid-safe practices. They also must maintain awareness of community-committed arts practice and the specific needs, concerns and cultures of community stakeholders.

**Recruitment Process:**

1. Email your CV and one minute video 'cover letter' to [tristan@allthequeensmen.net](mailto:tristan@allthequeensmen.net) by Friday 26 November.
2. Upon invitation, interviews will be conducted via Zoom between Monday 29 November – Wednesday 1 December.
3. All applicants notified within 5 days of interview date.

**For more information email:**

Bec Reid, ATQM Artistic Director, [bec@allthequeensmen.net](mailto:bec@allthequeensmen.net)

**Further information:**

[www.allthequeensmen.net](http://www.allthequeensmen.net)  
[www.comingbackoutball.com](http://www.comingbackoutball.com)

**Socials:**

[www.facebook.com/ATQMishere](https://www.facebook.com/ATQMishere)  
[www.vimeo.com/queensmen](https://www.vimeo.com/queensmen)  
[www.instagram.com/allthequeensmen](https://www.instagram.com/allthequeensmen)