

PROJECT EXECUTIVE (COMMUNICATIONS MANAGEMENT)

9-month-contract (May 2023-December 2023)
Based in Penang

We are looking for a Project Executive (Communication Management) for the execution of our organisation's communications and marketing plans, including communication planning and strategies, and the creation of content (copywriting) for media releases, announcements, letters or social media posts on community-based arts and culture education programmes. You will also be coordinating promotional events, and monitoring media and campaign coverage.

Responsibilities:

- Formulate internal and external communications strategies, which includes developing relevant communications materials through press releases, presentations, websites, newsletters and organisational collaterals for both traditional and digital communication channels.
- Support the management for the overall communications for all the projects, and draft and edit communications materials.
- Manage social media collaterals and postings.
- Plan and coordinate promotional events for assigned projects such as project launching and dissemination of information to relevant stakeholders.
- Identify communications and media relations initiatives and press opportunities for publicity and coverage.
- Keep track of project and media exposure.

Requirements:

- Preferably a Bachelor's Degree in communications, marketing, journalism or related field.
- 1-2 years of relevant working experience.
- Good verbal and written communication skills in English and Bahasa Malaysia.
- An understanding of social media strategies and media relations.
- Above average knowledge of various social media platforms, including Instagram and Facebook.
- Proficient in office management software and design software such as Canva.
- Good organisational skills.
- Great interpersonal skills.
- Creative and innovative.

Expected Salary:

Commensurate with relevant working experience.

To Apply:

Interested candidates should submit an updated CV to artsed.ops@gmail.com by **28th April 2023 (11.59 pm, MYT)**. A cover letter is optional.

Community-based Arts & Culture Education

Arts-ED is a non-profit organisation based in Penang, Malaysia, since 2000 which specialises in innovative community-based arts and culture education for young people and adult communities. The work of ARTS-ED is focused on empowering communities to develop awareness of their cultural assets through mapping, documentation, promotion and celebration of culture.

Arts-ED provides non-formal arts and culture education programmes for young people, conducts research-type services in cultural mapping and community consultation, produces cultural events and publishes culture-related educational materials. Arts-ED works in collaboration with institutions, arts educators, artists, and community activists to promote culture education at the local and regional level.

Website: www.arts-ed.my

Facebook: <https://www.facebook.com/artsedpenang>