



**national film and video foundation**  
SOUTH AFRICA  
an agency of the Department of Sport, Arts and Culture

## VACANCY

**Position:** Marketing Officer

**Reporting to:** Marketing and Communications Manager

**Job Ref:** RECR/MO/001

### **Job Purpose:**

To contribute to the promotion of the film industry and the National Film and Video Foundation (NFVF) at large, whilst supporting the Marketing and Communications Manager with the development, sourcing and availability of advertising and brand materials. The Marketing Officer will also coordinate funding for Film Festival & Market Hosting, Film Festival & Markets Attendance, Public Screening and Marketing & Distribution funding.

### **Qualifications & Experience:**

- Diploma in Marketing/ Project Management
- 2 years' experience in a Marketing/ Branding and Administration
- Experience in Managing Funds/Grants
- Knowledge of the Film & Media Industry will be an added advantage.

### **Key Responsibilities:**

- Coordinate marketing activities including events, markets, and festivals
- Serve as a custodian of the corporate identity and branding
- Coordinate film festival and market hosting
- Coordinate marketing & distribution activities
- Coordinate public screening grant allocation funding
- Coordinate markets and festival funding for filmmakers (attendance)
- Contracting and funding administration
- Report preparation

- Stakeholder Relations with internal and external stakeholders
- Audit Responsibility
- Organisational values

**Competencies:**

- Analytical, Critical, and Strategic thinking skills
- Communication (Written, Verbal and Presentation) skills
- Stakeholder relations
- Time management
- Report writing
- Microsoft Office Suite

Suitably qualified and experienced candidates are invited to submit their abridged curriculum vitae via email to [vacancies@nfvf.co.za](mailto:vacancies@nfvf.co.za) or fax on **086 519 7585** no later than **11 June 2023** quoting a relevant reference number.

*It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA).*