



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

VACANCY

Position: Marketing and Communications Coordinator

Reporting to: Marketing and Communications Manager

Job Ref: RECR/MCC/001

Duration: October 2023 - March 2024

The incumbent will provide support to the Marketing and Communications Manager in the development, sourcing and availability of advertising, brand materials and collateral. The incumbent will also provide support to the Marketing and Communications Manager by coordinating Marketing and Communications initiatives that optimize the work of the Operations division, the NFVF at-large, and its stakeholders.

Qualifications & Experience:

- Degree (preferably) or Diploma in Marketing, Communications, Public Relations.
- 1 – 2 years' experience in marketing/branding/public relations/grant administration.
- Knowledge of film industry advantageous.

Key Responsibilities:

- Perform marketing activities at film markets and festivals, internal and external events.
- Facilitate the distribution of marketing and branding collateral
- Distribute the brand manual to internal and external stakeholders
- Compile and support line managers for internal and external communication deliverables.
- Support the line manager in the compilation of external communications
- Assist with coordinating NFVF media interviews on relevant digital media, radio and television to provide PR Support to NFVF funded filmmakers
- Conduct stock takes on marketing collateral
- Inform Line Manager in case of low stock levels of marketing collateral • Procure marketing collateral
- Assist with administration of public screenings, film festivals and markets, marketing and distribution grants allocation funding.

- Assist with coordinating markets and festival funding for filmmakers (attendance)
- File documentation as required
- Conduct audits of project files
- Maintain files ensuring relevant documentation is up-to-date
- Assist with compiling documents for Auditor's report
- Compile application feedback letters

Requirements:

- Administration skills
- Time management skills
- Task Execution
- Problem Solving
- Planning and Organisational skills
- Communication
- Work Area Knowledge

Suitably qualified and experienced candidates are invited to submit their abridged curriculum vitae via email to vacancies@nfvf.co.za or fax on **086 519 7585** no later than **01 October 2023** quoting a relevant reference number.

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