

## **METRO SCREEN Project Coordinator**

Metro Screen is looking for a skilled Project Coordinator to manage a state-wide creative arts competition for young people.

Play Now Act Now aims to engage young people, aged 16 to 25 years, to develop health and social messages associated with the use of alcohol and other drugs through creative arts. The project has grown to a state-wide creative arts competition that attracts many entries in a variety of mediums; video, film, creative writing and graphic arts. There is a particular focus on encouraging participation by 'hard to reach' young people in regional NSW. Project activities also include website supervision, the production of an educational dvd and management of a special launch event.

Applicants are encouraged to visit the website [www.playnowactnow.net.au](http://www.playnowactnow.net.au) for information about the project. Play Now Act Now is an initiative of NSW Health and is managed by Metro Screen.

Applicants will have demonstrated skills in project management. You will have experience in marketing and outreach to targeted groups with an ability to develop partnerships and networks with relevant agencies. You will have demonstrated experience in meeting project deadlines and budgets. Ideally we are looking for applicants who have a passion for facilitating creative expression and enjoy working with young people.

The position is part-time (3 days a week) with a salary of \$24,000 (\$40,000 pro rata) plus superannuation and leave loading. Metro Screen is located in the Sydney Film Centre in Paddington Town Hall. Applicants will provide a cover letter, resume and address each selection criteria separately.

### **Essential Criteria**

- Experience in project or event management, preferably in a creative area.
- Experience in marketing and sponsorship
- Demonstrated time management skills to meet deadlines and outcomes
- Experience preparing & implementing budgets
- Strong organisational, administrative and reporting skills
- Broad understanding of the technical aspects of various creative mediums
- Excellent communication and people skills

### **Desirable Criteria**

- Existing media contacts and networks

Applications should be emailed to Philippa Rowlandson at [p.rowlandson@metroscreen.org.au](mailto:p.rowlandson@metroscreen.org.au). For inquiries regarding the position contact Christina Alvarez, General Manager, Metro Screen on tel: 02 9361 5318.

**CLOSING DATE: 5PM, THURSDAY 28<sup>TH</sup> AUGUST**

**ALL APPLICATIONS MUST ADDRESS THE SELECTION CRITERIA**