



# Koori Mail

*The Voice of Indigenous Australia*

**THE NATIONAL INDIGENOUS NEWSPAPER – 100% ABORIGINAL-OWNED 100% SELF-FUNDING**

## **ADVERTISING MANAGER**

**Full-Time**

**Based in Lismore, NSW**

The Koori Mail - Australia's leading independent fortnightly national Aboriginal and Torres Strait Islander newspaper - based on Bundjalung country in Northern NSW, is seeking a strong applicant for the role of Advertising and Production Manager.

This role oversees the incoming print advertising of the Koori Mail each fortnight, and supports the overall production of the Koori Mail (print ready), each edition.

The role requires a strong focus on communication skills, high level client liaison, ability to work to deadlines, and initiative to support strategy and ideas to generate ongoing advertising opportunities.

### **About the Role:**

- Managing the Print Advertising Sales of the Koori Mail including incoming bookings, quotes, design proofs and approvals.
- Supporting new advertising leads
- Supporting Koori Mail Advertising and Editorial Production files and assets ready for print

### **About You:**

- Do you have experience working in advertising sales for newspaper print advertising, and account management?
- Do you have excellent communication and people skills?
- Are you an organised worker with a focus on attention to detail?
- Can you work to deadlines?
- Do you have an understanding of working with an Indigenous organisation, and an understanding of the Koori Mail brand and purpose?
- Are you a creative thinker, with a willingness to respectfully share ideas, opinions and feedback?
- Can you work both as part of a team, and unsupervised/independently when required?

### **Required experience or similar:**

- Experienced MAC User
- Experience with Quark Express, or similar (InDesign).
- Familiarity with Adobe Acrobat, Photoshop.

To apply, please email a cover letter to [CEO@koorimail.com](mailto:CEO@koorimail.com) outlining your interest in the role, including a copy of your Resume/CV.

**Applications will close at 5pm on Wednesday 27th June, 2024.**

For more information please contact  
Naomi Moran, CEO, Koori Mail on 0499 991 625.