

WALKING TOGETHER



For more details visit abc.net.au/careers

Team Assistant

This vacancy is open only to Aboriginal and Torres Strait Islander applicants, reflecting our commitment to the ABC's Reconciliation Action Plan, ABC Diversity and Inclusion Plan 2019 - 2022 and the Equal Employment Opportunity (Commonwealth Authorities) Act 1987.

- Ultimo, Sydney: Convenient CBD location (near Central Station)
- Permanent Full-time role

Working at the ABC

The ABC is the nation's most trusted and independent source of Australian conversations, culture, and stories. With more than 4,000 employees from diverse backgrounds across more than 50 locations around Australia and overseas, we are proud to create, curate and deliver high-quality content that informs, educates and entertains Australian communities.

The ABC's a great place to work; we provide various opportunities for Indigenous staff, including attending the national Indigenous staff conference, activities during NAIDOC week, regular networking events and mentoring support.

You'll have a friendly and supportive environment to learn and grow in, with a vibrant, dynamic and cohesive team and a manager who will help you with any questions and give you regular opportunities to talk about your progress. You'll also have access to a network of Indigenous staff and support from the ABC's Lead, Indigenous Employment and Diversity.

About the Role

Fabulous opportunity to gain an understanding of audience engagement & connection and develop your marketing, promotion, social media and data gathering skills. Reporting to The Creative Manager the role will receive training and assist with:

- Planning & resourcing techniques to support campaigns & events.
- Process for developing radio & TV promotions
- Understanding audiences through measurement & data

About You

This is an ideal start if you are passionate about developing a career in marketing or creative services.

In addition, you will be:

- Recently graduated with a relevant tertiary qualification
- Proficient with computers and willing to learn new technologies
- A team player with a desire to learn
- A proficient communicator, organiser and time manager.

How to Apply

Please complete the online application form and submit as part of your application a Cover Letter and Resume on our ABC Careers Website. **For a full copy of the Position Description please visit:**

<https://careers.abc.net.au/caw/en/job/500957/team-assistant>

For further information on this position please contact Tasha Mahalm, Creative Manager on (02) 8333 5567. We respectfully request that Recruitment Agencies do not submit applications for this position.

For more information on working at the ABC visit <https://www.abc.net.au/careers>

Applications Close: 11:55 pm, Wednesday 8 April 2020

ABC CAREERS