

## Job Description: Content and Community Coordinator

Job Title: Content and Community Coordinator  
Department: Institutional Advancement  
Reporting to: Communications and Marketing Manager  
Duration: Full time with 3-month probation period  
Start date: As soon as possible

### Background

Zeitz Museum of Contemporary Art Africa (Zeitz MOCAA) is a public not-for-profit contemporary art museum which collects, preserves, researches, and exhibits twenty-first century art from Africa and its Diaspora; hosts international exhibitions; develops supporting educational and enrichment programmes; encourages intercultural understanding; and guarantees access for all. Over one hundred galleries, spread over nine floors, are dedicated to a large cutting edge permanent collection; temporary exhibitions; and Centres for Art Education, Curatorial Excellence, Performative Practice, Photography, the Moving Image, and the Costume Institute.

### Main Purpose

The role of the Content and Community Coordinator is to work alongside the Communications and Marketing Manager and the rest of the Communications Team to create content for and to manage the digital (and other) communications platforms.

This includes, but is not limited to the Zeitz MOCAA digital channels, including the website, social media and e-newsletters.

### Key Responsibilities:

- **Content creation:** development of content to for digital and other channels, including photography of events; and drafting of copy.
- **DTP and design:** design of invites and posters; creation of adverts.
- **Strategy:** work with the Communication and Marketing Manager and agency to develop and implement a digital and social media platform strategy.
- **Community management:** day-to-day management and updates of all social media platforms and website.

### Competencies

#### Skills and Behavioural Requirements

- Creative with a keen eye for detail.
- A love for the arts and creative field.
- Ability to shoot photography of events and activities happening at the museum.



- Well-developed and proven verbal/written communication skills and strong interpersonal skills.
- Excellent public speaking ability and good speech writing skills.
- Ability to effectively multitask and coordinate a high level of activity under a variety of conditions and constraints and completion within deadlines.
- Exceptional organizational, project management and time management skills.
- Ability to remain calm, collected and professional in a crisis.
- Strong computer skills with high level of proficiency in Microsoft Office (Word, Excel, Outlook and PowerPoint) and design and editing programmes (including InDesign and the Adobe Creative Suite).
- Works well independently and in team settings.
- High level initiative with the ability to self-motivate.

## **Job Requirements**

### **Education**

- Tertiary education in a design, marketing or arts-related field.

### **Experience**

- 1-2+ years of relevant experience, with a portfolio of work showing photography and design examples.

As a cutting edge equal opportunity institution, Zeitz MOCAA celebrates diversity in all its forms including gender, race, creed, and orientation. Zeitz MOCAA is committed to Employment Equity and particularly welcomes applications suitably qualified Historically Disadvantaged Individuals (HDIs) for this position.

To apply please send your CV and a covering letter to: [careers@zeitzmocaa.museum](mailto:careers@zeitzmocaa.museum)

**Closing Date: 05 October 2018**

### **Physical address:**

Silo District, V&A Waterfront, Cape Town, South Africa, 8002

### **Contact details:**

Telephone: + 27 (0)87 350 4751  
Email: [info@zeitzmocaa.museum](mailto:info@zeitzmocaa.museum)  
Website: [zeitzmocaa.museum](http://zeitzmocaa.museum)  
Facebook: ZeitzMOCAA  
Instagram: @zeitzmocaa  
Twitter: @zeitzmocaa