**Position Description**

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| Job Title: | **Marketing Executive** |  |
| Reports to: | **Head of Marketing & Communications** |  |
| Division: | **Group Communications** |  |
| Department: | **Communications – Foxtel Media** |  |
| Leader level: | **Self Leader** |

A career at Foxtel Media means being part of something different, better, special. We put our customers first, we own it, we’re authentic, we focus on changing the game, and we win together. When you join, the Perks at Work are taken care of!

* Fox Flex working– Our hybrid way of working with time spent working at home and from campus
* Attractive leave entitlements - Paid parental leave program, a day off to celebrate your Birthday, Volunteer and Cultural Leave
* Ergonomics allowance to help you set up your home workspace
* Internal meeting free zones to help you manage your wellbeing
* Access to LIVE events and free FOXFIT Wellbeing classes
* Free merch upon arrival to make sure you have all the tools you need for your first day

Free Foxtel products, discounted Broadband, Streaming services and events!

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| **Your impact** |
| Reporting directly to the Head of Marketing & Communications, this role supports the Communications and Marketing teams in the day-to-day co-ordination of comms and marketing activities to ensure the effective operation of the department.  These include social media and e-newsletter content creation, producing channel marketing reports, co-ordinating merchandise and print materials, assisting in planning events and trade competitions, and providing administrative support and strategic input into the marketing process to ensure efficiency across all Marketing initiatives. |

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| **Your responsibilities** |
| * Work with cross-functional teams to execute agency engagement programs using thought leadership events, content, industry sponsorships and education initiatives * Implement trade marketing strategies for Foxtel Media and it’s channel stakeholders across owned, earned and paid channels, promoting key sales priorities * Oversee and co-ordinate the Foxtel Media e-newsletter, copy for marketing materials, digital trade campaigns and competitions and other related marketing material * Actively manage, monitor and report on the Foxtel Media website and social channels * Manage the coordination of internal events alongside HR * Support the execution of major business sponsorships and events * Co-ordinate, liaise and deliver on joint Foxtel Media and channel marketing initiatives and campaigns, including events and branding * Build close relationships with internal and external stakeholders to deliver a holistic approach to our trade communications * Produce a regular cadence of reporting that encompasses all marketing initiatives * Photography for internal and external activations * Organise and develop merchandise for internal and external initiatives * Ensuring all invoices are processed on time and updating the budget tracker |

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| **Your experience and capability** | |
| * Marketing, Media and Communications degree and/or tertiary qualification or past work experience as a marketing coordinator or similar role * Meticulous accuracy and high attention to detail * Excellent attention to detail and ability to priorities * Strong written and verbal communication * Be highly organized and self-motivating * Strong project management skills and great multi-tasker, including managing multiple stakeholders at any one time * An understanding of excel reporting and data spreadsheets * Capable of working in a team or on an individual basis, without supervision | |
| **Our purpose and values** | |
| Our purpose is to bring home Australia’s most valued entertainment experience.  To help us achieve this, we have a set of values to guide how we behave and operate as a business, as a team, and as individuals:  **Customer First:** We put our customer relationships first. We think customer in every decision.  **Own It:** We take on the responsibility to bring home the best value.  **Authentic:** We give people a fair go and talk straight.  **Change the Game:** We make Foxtel different, better and special.  **Win Together:** We love being the underdog that wins. Together we are an unstoppable team. | |