



Registered Trade Union Reg No. LR 2/6/2/1499
Affiliated To Fedusa



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26 July 2023

Dear All

Please distribute this vacancy to all interested / qualifying members.

VACANCY: **Marketing, Recruitment and Operational Officer
Arts and Entertainment Sector**

CENTRE: **Head Office, Florida**

SALARY GROUP: **CL - CU**

JOB PURPOSE:

The primary purpose of this position is to service and recruit UASA members in the Arts and Entertainment Sector.

KEY PERFORMANCE AREAS

- Responsible for marketing UASA in the Arts and Entertainment Sector;
- Performing marketing across multiple platforms including Facebook, Twitter and LinkedIn;
- Actively recruit members within the Arts and Entertainment Sector;
- Co-ordinate marketing events and campaigns in order to increase brand awareness;
- Ensure positive member experience across a multi-channel environment;
- Work with the management team to conceptualise marketing strategies/plans for internal and external campaigns;
- Report on marketing and recruitment performance to Management;

REQUIREMENTS

- A Degree/Qualification in Arts and Performance. A qualification in Marketing Management will be an advantage;
- Experience in marketing campaigns, including communication;

- Experience in the Arts and Entertainment Industry;
- Understanding the peculiar work environment of the Arts and Entertainment Industry;
- Knowledge of the Trade Union environment will be an advantage;
- Code 8 driver's license and a roadworthy vehicle;
- Reliable Cellphone.

SKILLS

- Excellent interpersonal skills and the ability to work with and motivate people at all levels within the organization;
- Computer literacy;
- Excellent written, verbal and interpersonal communication skills;
- Growth focused, goal oriented individual;
- Critical thinker with innovative problem solving skills;
- Good time management skills and the ability to remain calm under any circumstances;
- A diplomatic and professional approach, able to gather and share information in an energetic and inclusive manner, while dealing effectively with challenging situations;
- Strategic thinker;
- Meticulous attention to detail.

QUALITIES

- Integrity
- Ethical
- Reliable
- Tactful
- Assertive
- Honest
- Passionate
- Team player

UASA is an equal opportunity employer subject to the provisions of the Employment Equity Act.

Applicants must please submit a letter of application as well as an up-to-date CV, indicating the position they are interested in, to Mrs. Theresa Roux, Chief Administrator Payroll & HR either by fax at 086 565 7680 or by email cv@uasa.org.za before the closing date. If you are not contacted within two weeks after the closing date, please consider your application as unsuccessful.

CLOSING DATE FOR APPLICATIONS: FRIDAY, 11 AUGUST 2023 ON OR BEFORE 16H00