



# JOIN US

MARKETING  
COORDINATOR  
JOB DESCRIPTION

THE  
RECH  BITE

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# THE RECHABITE

ALWAYS WALK

THE RECHABITE  
224 WILLIAM ST NORTHBROOK  
BARREN DISTRICTS LICENCE  
LICENCE NO 4320251 19M1  
HAPPY HEART PTY LTD (UEN)

Ticket Ticket

RECHABITE  
LEVEL UP  
YOUR SUMMER  
AT THE RECHABITE

Welcome  
to the  
RECHABITE

Welcome  
to the  
RECHABITE

# THE RECHABITE MARKETING COORDINATOR

START DATE: ASAP  
CONTRACT TERM: Full-time ongoing  
PACKAGE: : \$70-90K inclusive

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## WHO ARE WE?

The Rechabite is home and host to Perth's most exciting and eclectic entertainment and hospitality offerings. A multi-level venue built around a century old heritage hall, located at the fulcrum point between the Northbridge Entertainment Precinct and the Perth Cultural Centre, The Rechabite is a palace of surprise and delight where anything goes, and probably will.

The complex comprises four distinct levels:

**HELLO** - A relaxed & lively rooftop bar that overlooks the surrounding Northbridge nightlife precinct.

**RECHABITE HALL** - Iconic cultural and performance venue that hosts a broad range of arts and entertainment from live music to cabaret, circus to comedy, workshops to dance parties and everything in between.

**DOUBLE RAINBOW EATING HOUSE**- Buzzy restaurant and bar where the flavours pack a punch, the offering is generous and the menu is Koreanish in its leanings.

**GOODWILL CLUB** - Sultry jazz martini bar, comedy lounge, rave cave, our basement bar is many things to many different people, all of them fun.

Our aspiration is for THE RECHABITE to be renowned as a centre of surprise and delight, a multi-level/multi-use complex that across its various dynamic spaces provides a year-round venue for the widest and wildest variety of cultural offerings, engaged with and voraciously consumed by diverse and energetic audiences.

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## WHO IS OUR IDEAL CANDIDATE?

Our Marketing Coordinator is geared to join an incredible team that's fresh, energetic and diligent in delivering results. They'll be a self-starter that does what it takes, sharp in identifying the necessary steps and achieving standards that excel. They'll be a great communicator and have writing skills that impress. Time management and organisational aptitude will be part of their dna, social media and smarts in how to use it will be a passion and they'll have a design eye that translates into real-world application.

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## WHAT ARE WE OFFERING?

We offer a chance to be part of something fantastic and fabulous that encompasses the hospitality, arts, entertainment and events industries. Our working hours and environment are flexible in nature, and involve collaboration with a highly skilled and experienced external creative agency alongside the most dynamic of venue teams. The icing on the work/lifestyle cake? You get free tickets to a jam-packed calendar year-round and discounted food and drinks.

**HELLO ROOFTOP BAR**



**RECHABITE HALL**



**DOUBLE RAINBOW**



**GOODWILL CLUB**



# THE RECHABITE MARKETING COORDINATOR

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## THE ROLE

Our Marketing Coordinator will be responsible for:

### ORGANIC SOCIAL MEDIA/DIGITAL CHANNELS:

- Implementing organic components of campaigns based on the approved strategy from agency.
- Scheduling content provided by third party event organisers across social media channels.
- Regularly updating event and other information on the website and other online platforms.
- Maintaining up to date venue/other info on all socials, website and third party listings (i.e. Google).
- Implementing improvements + optimisation of new features as they become available (under the guidance of agency recommendations).
- Designing and managing competitions and giveaways over channels and in collaboration with our partners.

### CONTENT CREATION/CATALOGUING:

- Compiling design and shoot briefs, communicating with external contractors throughout the process (creative briefs, artwork approvals, campaign asset briefs + delivery).
- Booking content creation (photographers, videographers, influencers).
- Monitoring content deadlines and timeline for content changes against campaign strategies.
- Management of internal systems for cataloguing content and other marketing information.
- Writing scripts/ other resources + planning and scheduling of radio/other outlet briefs (radio – monthly/others – as req.).

### CREATIVE BRIEF + INPUT:

- Managing the agenda and minutes for all marketing meetings.
- Contributing to the marketing strategy (in collaboration with agency & the management team).
- Research and development of new marketing channels/opportunities.
- Creative development of the programming and other offerings throughout the year as appropriate.

### BUDGET MANAGEMENT/ REPORTING:

- Approving invoices for external contractors against quotes/other sources.
- Drafting budgets for internally executed campaigns.
- Providing initial feedback on paid campaign composition and budgets against venue targets before finals are presented to upper management.
- Providing regular reporting on organic content; compiling reporting from various sources to report on overall outcomes.

### BASIC DESIGN:

- Using/translating existing venue templates for in-venue signage
- Updating menus using existing templates (quarterly/as req.)
- Producing bar top specials and other small promotional collateral (as req.)
- Designing and creating graphics for in-house produced events (social media assets, posters, flyers etc.)
- Managing print orders, delivery and install.

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## NEXT STEPS

To find out more and start a conversation, email our General Manager Anneika Britten with your cv attached at [anneika@therechabite.com.au](mailto:anneika@therechabite.com.au)



CHEERS