



STUDIO MANAGER

Application Pack

PREPARING YOUR JOB APPLICATION

To prepare your application please complete the following

1. Review the 'Essential Information about Compassion'.
2. Review the position description.
3. Develop a 1 - 2 page cover letter. Your cover letter should address the relevance of your background and experience to this specific role. Please note, addressing the selection criteria is not required.
4. Develop a concise resume outlining your qualifications and employment history (max 5 pages).
5. Click 'Apply Now' on the job advertisement, uploading your resume, cover letter and answer the application questions to the minimum word requirement.

Contact Us

Should you require further information after reviewing this document, please contact our People and Culture team at peopleandculture@compassion.com.au.

ESSENTIAL INFORMATION ABOUT COMPASSION

Mission

Compassion exists to release children from poverty in Jesus' name.

What Makes Us Unique?



Christ-centred

We are dedicated to caring for the poor in response to God's call and giving hope to the hopeless by spreading the Gospel of Jesus Christ in an age-appropriate, culturally relevant and noncoercive way.



Child-focused

Children are the hardest hit by poverty, the least able to change their circumstances, and at the heart of Jesus' ministry. We address the holistic needs of the individual child so that they can become responsible and fulfilled Christian adults and change agents in their communities.



Church-based

We partner with local churches to implement our holistic child development model because they are uniquely placed to understand the real needs of their community and foster an environment of stability.

Statement of Faith

1. **WE BELIEVE** the Bible is the inspired, the only infallible, authoritative Word of God.
2. **WE BELIEVE** there is one God, eternally existent in three persons: Father, Son and Holy Spirit.
3. **WE BELIEVE** in the deity of our Lord Jesus Christ, in His Virgin birth, in His sinless life, in His miracles, in His shed blood for the remission of sins, in resurrection, in His ascension to the right hand of the Father and in His personal return in power and glory.
4. **WE BELIEVE** salvation is found only through Jesus Christ and requires individuals to acknowledge their sin, accept His forgiveness and repent.
5. **WE BELIEVE** that for the salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential.
6. **WE BELIEVE** in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life.
7. **WE BELIEVE** in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto eternal separation from God.
8. **WE BELIEVE** in the spiritual unity of believers in the Lord Jesus Christ.
9. **WE BELIEVE** Jesus established the Church to carry out ministry on earth.



POSITION DESCRIPTION

Primary Purpose

In response to God's calling and in the power of the Holy Spirit, the Studio Manager works to manage the workflow of all creative production for brand experience campaigns. The Studio Manager oversees the resourcing and production across internal and external teams.

Key Accountabilities

- Manages studio workflow including resource allocation and capacity for brand experience campaigns
- Account management of external creative contractors, media providers and print suppliers including briefing, meeting rhythms, bookings, contact lists and quality control
- Educates key stakeholders on all aspects related to brand experience campaign processes and workflow
- Manage new enquiries, responds to briefs and liaises with Brand Experience team leads to schedule incoming requests
- Assist Campaign Manager to monitor and maintain campaign platforms (Asana/Everhour)
- Liaises with Brand Experience team leads to map processes into Promapp
- Maintain membership renewals and subscriptions for Brand Experience
- Oversee the development and management of print production

Selection Criteria

(Job Specific Skills, Knowledge & Qualifications, Experience)

- Exemplary planning and administrative skills
- Strong written and verbal communication skills
- Developed ability to liaise effectively with external contractors and agencies
- Developed time management and attention to detail
- Developed ability to work autonomously
- Have strong organisational and problem-solving skills
- Prior experience in design, marketing or production studio environment
- Experience in writing creative briefs across multi-channel campaigns and creative disciplines
- Strong knowledge of design and production process
- Prior utilisation of Asana or similar productivity tools
- Prior utilisation of Everhour or similar time management tools
- Understanding of human resource administration
- Experience in mail merge for direct mail production

People Management Capabilities – Team Member/Specialist

Please see [link](#) to the capability requirements for this role.





**SEARCH FOR
COMPASSIONAU**

COMPASSION AUSTRALIA

PO BOX 1, HUNTER REGION MC NSW 2310
Phone: 1300 22 44 53 | Fax: 02 4935 5099
ABN 67 001 692 566

compassion.com.au

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