



Koleks d.o.o. / DOKUDOM is an educational and artistic-cultural production house in Banja Luka, a sister company of TASKOVSKI FILMS from London (www.taskovskifilms.com). The company does international distribution of documentary films, marketing, production and organization of educational and cultural projects.

We are looking for a motivated and committed colleague for the Koleks d.o.o. / Taskovski Films Training Program - <https://training.taskovskifilms.com> starting as part time position.

Education/ Training
Program Coordinator (f/m)

As a Education Coordinator (m/f) you report directly to the CEO.

Tasks & responsibilities:

- promoting, offering and selling our training program to world wide film schools, Film Institutes and to other training program
- creating online campaign, promoting, offering our workshops and trainings (social media expert , copywriting) for our online workshops
- negotiating and concluding the contracts with the clients
- researching and establishing new partnerships / clients
- use of database and maintaining efficient record system
- coordinating the rest of the team / setting up weekly and monthly planners / to do list
- preparing promotional materials and mail-outs for, informing press and rest film industry about our up coming events -
- updating the company's website and social media
- creating mail chimp newsletters
- creating concepts for new training programs
- communications with our mentors and students

Your profile:

- university degree (social science, communication, management in culture, art, marketing)
- minimum 2 years of experience as coordinator / manager, preferably in field of advertisement or media, copywriting, online marketing
- Organizational skills, communication, professionalism and reliability
- excellent English writing and communication skills
- knowledge of MS Office, MailChimp and Social media's platforms
- Highly motivated with a positive outlook and clear focus on quality and detail, well organized
- Independent, goal-oriented and structured way of working
- Ability to work in a team
- Interest in film, art and culture is an advantage

We are offering:

- Progressive conscious business with purpose of inspiring change with distributing world class documentary films
- Working from any city in Bosnia & Herzegovina (working from home)
- first 6 months as part time position
- after first 6 successful months - full-time position (40hrs a week) and attractive salary
- Working in a great team, a high degree of independence and creative freedom in a growth-oriented, global company
- A dynamic work environment: direct communication via “you” from the intern to the CEO, clear guidance, helpful and committed colleagues

Join our team and apply now!

If you want to be considered for the position for the first call please send your cover letter and CV to irena@taskovskifilms.com no later than December 10th 2021.

For the second call - no later than December 20th 2021 (2nd deadline will be open only in case suitable candidates are not found in the 1st round). Only suitable candidates will be contacted.