



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 and production of documentary films, and film training program, and distribution in BIH 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 a part time position.

Digital Marketing / Social Media Manager
(f/m)

For our online professional film training program, we are looking for a motivated colleague, well organized creative individual to be in charge of creating and running our Social Media Campaign for our online masterclasses and workshops. As a Digital Marketing / Social Media Manager (m/f) you report directly to the CEO.

Tasks & responsibilities:

- creating effective content of digital marketing campaign in a way that increases the number of participants in our online training program
- precise running and targeting of the Social Media Campaign
- creating interesting and attractive content for our target audience
- creating permanent bond between our online training program and stakeholders
- designer skills would be ideal, if not, then supervising and coordinating designers / setting up weekly and monthly planners / to do list
- promoting, offering and selling our online training program and workshops to world wide film schools, Film Institutes and to other existing training program (online and offline)
- researching and establishing new clients and target stakeholders
- creating mail chimp newsletters
- creating concepts for new training programs
- writing projects and applications for grants

Your ideal profile:

- experience in Social Media Campaign and SEO
- university degree (social science, communication, management in culture, art, marketing)
- work experience in fields of marketing, advertisement, media, film, copywriting
- Creative entrepreneurship mind driven with interest in film in culture
- excellent organizational skills, communication, used to work on set deadlines
- excellent English writing and verbal skills
- Highly motivated with a positive outlook and clear focus on quality and detail

- 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 3 to 6 months as part time position
- after first 6 successful months - it could be possible to switch to 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 January 3rd 2022.

Only suitable candidates will be contacted.