

Community Manager

Location: South Melbourne

Are you super organised, yet highly personable? Have a background in events, small business, social media and/or marketing?

Do you want to run an innovative co-working space, working with individuals and organisations that are making a difference through creativity, innovation and social enterprise?

We're looking for an *entrepreneurial* candidate with extremely strong execution and social skills to join our team. The Community Manager (CM) will be responsible for general business and development of the community & space.

This is a high-engagement role and thus requires a candidate who is extremely motivated, dedicated, and passionate about their responsibilities. We're committed to empower each of our members & continue to build the community- Are you ready to help us achieve that?

Primary Responsibilities:

- Summary:
 - Sales, marketing & business development
 - Events, community & social media management
 - Administrative support & website maintenance
- The nitty gritty details:
 - Welcoming people to the space and prospects (track tours and leads)
 - New member recruitment, promotions (i.e. marketing) and registration
 - Supporting, curating and connecting members
 - Strategic partnerships and relationship management (e.g. entrepreneurial networks, organizations, social enterprises, incubators, start-up service providers (design, legal, PR, etc.))
 - Event coordination and management
 - Maintaining and updating the Dimension⁵ website
 - Being the public face for Dimension⁵ - strengthen the community by making active connections, organizing regular co-worker meetups, etc.
 - Administrative lead for the business
 - Writing and applying for grants on behalf of Dimension⁵
 - Maintain general cleanliness of the space

These are our channels for change:



You can find us at

Level 1, 68 Clarke St
 South Melbourne
 Victoria 3205

Ring us 03 8679 6000 or drop us an email...
info@creativeuniverse.com.au

Qualities we're looking for:

- Strong people skills (face-to-face)
- Passionate about innovation, collaboration, creativity, and all small business
- Strong understanding of the digital space, online marketing, social media strategy and online promotion
- Willing to teach others
- Excellent research and networking skills (i.e. know the right places to look and people to ask)
- Are you an 'all rounder' - Super organized, flexible, process-oriented, and open-minded
- Willing to jump in and help wherever needed
- Super hospitable and willing to maintain general cleanliness of the space

Traits: Extremely motivated, diplomatic, social, energetic, persuasive, humble, patient, and hard-working with great communication skills; excellent written & spoken English

Benefits:

- You'll join a team of dynamic and creative individuals
- You'll be working in one of the coolest office spaces in Melbourne
- Input into the direction of this co-working space
- A full-time role based in South Melbourne
- 'Own' your workplace
- A chance to work in and with businesses to help them grow

To apply:

Please send your resume, a one page cover letter explaining the 5 things that make you the ideal candidate for this position, your availability, and expected salary range to Alrick Pagnon: alrick@creativeuniverse.com.au

As applications will be viewed in order of receipt please send this through as soon as possible.

About us:

Dimension⁵

Five-dimensional space refers to a hypothetical extra dimension beyond the usual three spatial dimensions and the fourth dimension of time in relativity physics.

This is a space in which to go above and beyond, where anything is possible.

A creative co-working space that promotes 'positive human collisions', sparks innovation and entrepreneurship across technology, start-ups, business and social enterprises. This space will maximize and accelerate the opportunities available through the exponential growth of new technologies across sectors for individuals and smaller teams or organisations.

The thing that sets co-working apart from all other styles of working is that its community is its most important asset.

Co-working values = **Exponential** collaboration in the community through diversity, inclusivity, creativity & innovation

Facilities:

- 1100 sq metres of fitted space in South Melbourne across the road from the Botanic Gardens and Shrine of Remembrance and a few minutes' walk or tram from the heart of Melbourne's CBD
- Spacious meeting rooms
- Unlimited internet and WiFi connection
- Business mailing address
- Printers
- Kitchen area with complimentary tea and coffee
- Community events