



## **CORPORATE COMMUNICATIONS ASSOCIATE**

As a corporate communications associate, you will be providing support and implementing communication initiatives and stakeholder engagement activities.

### **Your responsibilities include:**

- Proposing ideas, concepts and content that support key messages to drive and achieve objectives.
- Developing brand positioning and supporting content to deliver and establish the positioning, including speechwriting.
- Managing the corporate brand across all board
- Monitoring digital presence, including on social media platforms
- Organising, planning and managing museum projects and events, providing support for corporate events and exhibitions/tradeshows to promote the museum.
- Preparing necessary corporate collaterals for distribution as well as suitable corporate merchandising and gifts.
- Acquiring and maintaining relationship with stakeholders.
- Other ad-hoc duties as required by the management.

### **Highly recommended for you to have:**

- Enthusiasm, passion, curiosity and an interest in the museum sector;
- Good communication skills, both written and oral;
- Confidence in dealing with the public and addressing groups of people
- Team working skills;
- Self-motivation and the ability to work independently;
- Good organisational and administration skills;
- Know-how of the industry and initiative to obtain and remain knowledgeable of current trends.

*If you think this position is for you, please send your CV to Christopher at [careers@ebullworks.com](mailto:careers@ebullworks.com).*