



**FLYING FISH**

flyingfishexhibits.com

**Address:**

24 Moorabool St  
Geelong, VIC 3220  
Australia

**Phone:**

+1.651.207.8877

**Email:**

info@flyingfishexhibits.com

## Marketing Coordinator

### Details

**Location:** 100% Remote

**Terms:** Full-time (40 hrs./week) permanent

**Reports To:** **Head of Marketing**

**Salary:** \$55,000 USD

**Travel:** 10%

### Who We Are

At Flying Fish, we believe exhibitions can do more. As a leading producer of traveling exhibitions for over a decade, we partner with world-class museums and science centers to create extraordinary, impactful experiences. Our exhibitions have impacted more than twelve million visitors across five continents, showcasing the wonders of science, history, culture, and more. We are dedicated to making exceptional, authentic content accessible to all, while driving new, sustainable revenue growth for our clients. By empowering institutions to share their stories globally, we amplify their missions and expand their influence.

***For Museums. By Museums.***

Explore our work at [flyingfishexhibits.com](https://flyingfishexhibits.com)

### What You'll Do

As Marketing Coordinator, you'll drive Flying Fish's marketing operations across exhibitions, venues, and digital platforms. This role requires strong organizational skills,



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creativity, and the ability to juggle multiple projects while ensuring consistency and brand integrity.

You'll help shape how our exhibitions are seen worldwide, ensuring that every campaign, post, and piece of collateral reflects our mission and resonates with audiences.

## What You'll Do

### **Venue Marketing Coordination**

- Manage the approval process for venue-facing marketing assets, including press kits, visuals, and branded materials.
- Collaborate with internal teams and venue partners to ensure timely delivery and customization of materials.

### **Content & Digital Presence**

- Maintain accurate, up-to-date exhibition listings and marketing content across web platforms and industry directories.
- Develop and oversee public-facing marketing kits, brand guides, and supporting materials for partner use.
- Draft and coordinate digital content, including email newsletters and blog posts.
- Ensure all marketing outputs reflect Flying Fish's voice, identity, and accessibility standards.

### **Social Media & Campaigns**



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- Plan, schedule, and monitor content across social channels to strengthen brand visibility and audience engagement.
- Curate and adapt content to support exhibitions and venue partnerships.
- Support the coordination of advertising campaigns across digital and print platforms.
- Monitor performance, surface insights, and contribute ideas to content strategy.

### **Creative & Production Support**

- Provide overflow design assistance for digital and print collateral.
- Help ensure brand consistency and quality across all visual outputs.

### **Marketing Systems & Reporting**

- Support CRM-driven marketing workflows, ensuring accurate records and smooth coordination with Sales and Client Success teams.
- Contribute to performance reporting, pulling data and audience insights to inform strategy.
- Monitor press mentions, industry coverage, and brand visibility.

### **Skills and Experience Required**

- Bachelor's degree (Museum Studies, Marketing, Communications, or related field preferred).
- 2+ years of experience in marketing coordination or administration.
- Strong writing skills with an eye for tone, grammar, and clarity.



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- Exceptional organizational ability and attention to detail.
- Familiarity with digital marketing strategies (SEO, email, digital ads, web maintenance, analytics).
- Experience creating graphics and/or video content for social media; understanding platform trends and metrics.
- Proficiency in Google Workspace, HubSpot, and Adobe Creative Suite.
- A proactive communicator who thrives in a fast-paced, remote, deadline-driven environment.
- Ability to multitask across varied projects and content types.
- Flexibility to support occasional after-hours or weekend needs for clients and team members.

## The Perks

- People-first philosophy
- 100% remote work environment
- Company-provided laptop and equipment
- Internet stipend
- Professional development program
- Simple IRA Plan
- Health benefits

*If you love sharp ideas and creative collaboration, you'll fit right in.*

*We love what we do, and we trust that you will too.*



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