



## *Distribution Coordinator*

*Managing the distribution and publishing of Snack's resources. Overseeing sales of physical and online albums, royalty payments, manufacturing, orders and postage. Investigate advertising and places to promote Snack, including relationships to retailers and larger ministry groups which might be able to use Snack's resources.*

**JOB TYPE: Volunteer (4 hrs per week)**

*Availability via email/phone may be required more generally for contact about orders.*

**LOCATION: Melbourne, Australia**

*Most of the work can be done via email and phone. Physical products are based here.*

**SUPERVISOR: Snack Music Excitement**

### Main Duties & Responsibilities

- Manage online sales
- Manage online distribution account (iTunes, Spotify, YouTube, etc)
- Develop a team to manage areas as deemed necessary, e.g. shipping of CDs, graphic design, etc
- Maintain contacts and relationships with retailers and ministry groups who can use Snack's resources
- Coordinate Snack's advertising and marketing activities, including investigating new opportunities for advertising and ways to present at children ministry conferences and expos
- Assist with the editing process in the production of new resources
- Assist with finding new ways to present and distribute resources that will equip those in ministry with children

### Preferred Experience

- Administration experience
- Basic knowledge of retail - online and offline
- Basic understanding of online music platforms and rights and royalties
- Managerial experience

## Skills

- Can navigate emails and computers with ease
- Excellent verbal and written communication
- Organised and able to meet deadlines
- Attention to detail
- Great initiative and awareness of the future of retail and resource distribution
- Able to input new ideas
- Ability to manage many relationships, contacts and distribution paths
- An ability to work with a team and delegate tasks

## Goals & Purpose Of The Distribution Team

- To get Snack's songs & creations out into people's awareness
- Advertising, marketing and promotion within children's ministry circles, within church circles, and within non-church places that there are children and families
- To empower those in ministry with resources for what they are doing
- To distribute and promote resources not created within Snack, but which are approved and endorsed by the Excitement (that is, to act as a 'label')
- To generate income using the resources developed by the Creating team
- To make kids ministry songs more accessible to children directly
- To coordinate the printing and manufacture of physical products

## Snack's Purpose

Snack Music desires to help children **find out** who God is, to **know** God's love for them and to **experience** how amazing life can be with God.

We do this by **creating** and **distributing** contemporary and relevant resources, by **training** those who work/volunteer in children's ministry and by **performing** live to children and their families.