

# **JOB DESCRIPTION**

## **Artsreach Marketing and Development Officer**

### **Summary**

Artsreach is a charity touring theatre, dance and music to rural communities of Dorset and is part of Arts Council England's national portfolio.

We are looking for a flexible individual to assist with the Administration, Data Entry, Publicity and Marketing of events, to develop the Artsreach brand, and to support the 2 Executive Co-Directors. You will be working alongside a highly motivated team to provide a professional service, accessible to the public through a network of volunteers.

The key role within the team will be administrative assistance including general office tasks, liaising with volunteer promoters, data entry, website management, production of publicity packs, as well as development of business and corporate sponsorship opportunities, and the planning and delivery of fundraising events.

### **1. TERMS AND CONDITIONS**

**Job Title:** Artsreach Marketing and Development Officer

**Salary:** Scale 4 - SCP 18 - £18,070 minimum

**Terms of employment:** Permanent contract subject to a 6 month probationary period

**Hours:** 37.5 hours per week

**Holidays:** 21 days plus Bank holidays & extended seasonal holiday

**Place of work:** At the date of issue place of work is the Artsreach Office, The Little Keep, Barrack Road, Dorchester DT1 1SQ

### **2. JOB DUTIES**

- Preparation of publicity material for Promoters.
- Researching potential opportunities for setting up promotional displays.
- General admin duties to include ordering stock, preparation of papers for Board meetings, taking minutes at Board Meetings (bi-monthly), answering phone.
- Assistance in distributing press releases
- Updating databases (mailing and fundraising databases)
- Entering feedback onto database from evaluations
- Promotion of events on line via social networks and listing sites.
- To develop the 'branding' of the organisation
- Develop new business and corporate sponsorship opportunities
- Planning and delivery of fundraising events

### **3. REQUIREMENTS**

Working in the office can at times be highly pressurised so we require someone who enjoys working under pressure, is quick to learn new skills and is flexible in approach.

## **Essential:**

- Administrative experience
- Highly competent computer skills, (in particular an excellent knowledge of Office, including use of Excel) - the Artsreach Office uses Mac computers.
- Excellent organisational skills and effective time management
- Accuracy and attention to detail in all aspects.
- Ability to work alone and within a team
- Strong communication skills, both oral and written.
- Good literacy and numeracy skills, with good command of written English
- Ability to work under pressure and deal effectively with multiple workload demands and prioritise tasks appropriately.
- Presentational skills and a 'good eye' for design and detail
- A creative thinker with the ability to be self-motivated and work unsupervised.
- Full driving licence and use of own vehicle (mileage on AR business claimable)
- Excellent advocacy, diplomacy, communication and negotiation skills.
- Willingness to learn new skills
- Knowledge of Dorset's social & geographical landscape
- Familiar in engaging with all social media networks
- Ability to deal effectively with multiple workload demands and prioritise tasks appropriately
- Excellent communication and interpersonal skills, including a helpful and confident telephone manner with initiative to handle enquiries appropriately
- A willingness to work outside normal working hours on occasion and agreed in advance
- Conscientious and hard working

## **Desirable:**

- Database expertise
- Experience in working alongside volunteers
- Willingness to be DBS checked
- Knowledge of 'Photoshop' and 'InDesign'

## **How to Apply**

Please visit the Artsreach website and download/complete the Artsreach Job Application Form. This should be returned, with an accompanying letter of application, either by email to [info@artsreach.co.uk](mailto:info@artsreach.co.uk) or by post to Artsreach, The Little Keep, Barrack Rd, Dorchester DT1 1SQ,

**Closing Date** for applications is 12 noon on Monday 9<sup>th</sup> October

**Interview Date** Week of 16<sup>th</sup> October

**Artsreach, The Little Keep, Barrack Road, Dorchester, Dorset DT1 1SQ**  
**tel: 01305 269512 | [info@artsreach.co.uk](mailto:info@artsreach.co.uk) | [www.artsreach.co.uk](http://www.artsreach.co.uk)**