**Communications Officer – ‘a space’ arts**

**Overview**

The charity ‘a space’ arts are now offering a placement opportunity in a new communications role. The placement is designed to develop our capacity during a period of growth and provide the post holder with essential experiences to build a career. If you are an enthusiastic and talented marketer (or have the transferrable skills) this is a great opportunity for you to progress your career.

This is an exciting time to join the organisation as we embark on an ambitious new development along with continuing to progress a portfolio of artist studio projects, professional development opportunities and public art projects. We can offer you experience in a busy, creative and professional working environment. This important new role will form part of a modest yet dynamic staff team.

The placement will be for an initial twelve months (subject to reviews) and dependent on performance there is the very real possibility of continuation and expansion in the role. This is dependent on the right person demonstrating they have the appropriate skills and our future projects sufficiently develop.

**Post** – Communications placement at ‘a space arts’.

**Reporting to** – Director, with direct line management from the Studio Manager.

**Location** – Based at Tower House, Southampton, while working across projects in central Southampton and Eastleigh.

**Salary** - £7.50 per hour / £9000 to £10,000 per annum (pro rata £17,000) plus agreed travel expenses.

**Hours** - 24 hours per week (over 3 days) some evenings / weekends maybe required.

**Duration of Post** – 12-month fixed term contract (subject to satisfactory 1-month probationary period and quarterly reviews). Continuation and expansion is possible, dependent upon performance, project requirements and future funding.

**Job Summary / Aims of post**

This versatile post will have responsibilities associated with marketing and promotional activities across the organisations portfolio, focusing primarily on our portfolio of studio projects at the Arches and Tower House in Southampton and the Sorting Office in Eastleigh.

In addition the post holder will work with the Director to generate a communications plan for our new project and public venue Gods House Tower.

The post will form a new and key element of the core staff team working alongside the Studio Manager and Director. In addition the post holder will also work with our in house designer and web developer to take a lead on all social media channels for the organisation.

The post will play an integral role in promoting new projects such as SOAP, a new activity to generate a creative community of non Sorting Office residents and assist the Studio Manager to maximise promotional opportunities.

The ideal candidate would be self-motivated with excellent organisational skills, be able to work on their own initiative and deliver directed work packages alongside other members of the team.

A working knowledge of the arts and / or creative industries is desirable.

**Duties and responsibilities**

1. To develop communications across the organisations project portfolio through delivering strategic goals and generating new material to communicate our work.
2. To lead on communicating our work through all social media channels – utilising existing organisational channels and instigating new ones.
3. To develop copy for use on print and digital promotional material to promote the work of the organisation.
4. To generate and nurture press contacts and utilise these for organisational activities.
5. To work with team members, including our in house designer and web developer, liaising with them to implement promotional campaigns and activities including maintaining the organisations web presence.
6. To work with the Director and members of the external project team (where required) to develop a communications plan for the Gods House Tower project.
7. To capture and communicate organisational activities including open studios, exhibitions, workshops and events, along with the stories of individual studio holders, to raise the external profile of the organisation, its projects, artists and the benefits of our work.
8. To liaise and work with other staff members and trustees as required.
9. To attend team meetings and generate reports as required.
10. To undertake any other duties as may be deemed reasonably appropriate by the Director.

**Person specification** (Essential = E / Desirable = D)

**Skills:**

* Excellent communication skills and ability to work in a team environment (E)
* Excellent knowledge of social media channels (E)
* Good skills in information technology and programs such as:
  + Microsoft office including Word and Excel (E)
  + Adobe design packages including Illustrator and Photoshop (D)
* Familiarity with Mac operating systems (D)
* Good time management skills, including the ability to prioritise own workload and manage directed work plans (E)

**Abilities:**

* Ability to efficiently multi task and deliver specific duties on time (E)
* Ability to travel independently and flexibly (D)
* Ability to maximise modest budgets (D)
* Ability to seek out potential opportunities or specific areas of research (D)
* Ability to effectively communicate and report back to team members (E)
* Ability to work on own initiative (E)

**Qualifications & experience:**

1. • Must have a good basic education and be fluent in English (written and spoken) (E)

* Previous experience in the arts and / or creative industries and / or communications, involving some level of working with artists and / or arts projects (E)

**Character & personal qualities:**

1. • Interest in working cooperatively to achieve organisational aims (E)
2. • Self motivated, methodical and flexible in equal measure, keen to demonstrate their skills, able to celebrate success, cope with frustration and tight deadlines within a supportive and busy environment (E)

**Process for appointment:**

* Advertised from Friday 1st April to Friday 13th May (6 week period)
* Application deadline: Friday 13th May 2016 at 17:00
* Shortlisting: Monday 16th May 2016
* Interviews: at Tower House: Monday 23rd May 2016
* Candidates will be informed of decision on or around: Wednesday 25th May 2016
* Commencement of post: as of Wednesday 1st June 2016 (ideal date – dependent on candidate notice period)

**How to apply:**

* Electronic submissions only (no hard copy) should be sent to [dan@aspacearts.org.uk](mailto:dan@aspacearts.org.uk) by the application deadline and must include:
  + CV (please ensure this is up to date) and include 2 professional references
  + Up to 1 side of A4 detailing:
    - Why you would like to work for ‘a space arts’?
    - What can you bring to this role?
    - Your initial thoughts / approach to delivering the aims of the post (listed in this document)
    - Any examples of recent and / or relevant communications, marketing or promotional activities you have been involved in.