



JOB DESCRIPTION

Post:	Public Engagement Assistant
Department:	Development & Communications
Reports to:	Marketing & Communications Manager
Direct reports:	None
Salary:	National Living Wage
Location:	Humber Street Gallery/home working
Contract type:	Fixed Term, Kickstart

ROLE & RESPONSIBILITIES

- Support the Public Engagement team to promote the work of the organisation to different audiences including but not limited to the following:
- Support to deliver communications campaigns across social media, website, email, print, PR.
- Produce and schedule social media posts, responding to enquiries and comments as needed.
- Support on producing or commissioning adverts and issuing press releases where needed.
- Liaise with suppliers including photographers, designers, publications for print and online advertising.
- Support a range of media activity where needed, including photo calls, press briefings, interviews and monitoring.
- Review website regularly to ensure content is up to date.
- Undertake any other responsibilities, tasks or activities as reasonably required by Absolutely Cultured.

PERSON SPECIFICATION

- Ability to quickly learn how to use tools such as social media scheduling, website platforms and email send systems.
- Ability to write succinctly for print, online and social media audiences.
- IT literate, ability to use Microsoft packages such as Outlook, Word, Excel and Power Point.
- Ability to understand reports and data and apply a clear and logical approach to understanding and presenting information to others.
- Ability to work independently and as part of a team.
- Strong ability to build working relationships with colleagues and external stakeholders.
- Strong organisational skills.
- Able to manage time effectively and cope with a demanding workload while maintaining good humour, diplomacy and confidentiality.
- Confident, with a solutions focused work ethos.
- Excellent attention to detail and accuracy with a focus on quality and thoroughness.
- Interest in contributing as part of a creative team.
- Knowledge of and interest in arts, cultural and creative industries.
- A passion for communication and engaging different audiences.
- The ability to work outside of typical working hours where needed such as to support events.