

Making Space

JOB DESCRIPTION

Post Title:	Marketing Assistant (Casual Duty Manager)
Hours of Work:	7 hours a week for 30 weeks a year during term time, including 1-hour day time hand over meeting and 2 evening shifts.
Remuneration:	£1890 per year (£9 an hour)
Location:	Making Space, 2 Bishopstoke Road, Leigh Park, Havant PO9 5BN
Role Summary:	To support the team and provide effective duty management of Making Space, take bookings, welcome visitors and provide marketing assistance to the Marketing and Education Programmer in keeping with the Business Plan and core objects of the charity.
Reports to	Marketing and Education Programmer

Responsibilities

1. To be the first point of contact for visitors and onsite artists and enquiries during classes/events.
2. To take bookings for classes and the creative programme including any related administration work, including accurate handling of financial payments in liaison with the Administrator and Operations Coordinator.
3. To assist the team by proofing press releases, articles and features and other marketing material.
4. To expand Making Space audience reach using social media, such as Hootsuite, Facebook, Twitter, Tumblr, Pinterest and Instagram.
5. To assist with the monthly newsletter (Mailchimp format).
6. To help expand the places Making Space can advertise its programmes by helping to keep the mailing list up to date, through mail outs and online campaigns.
7. To assist in keeping website content up to date during term times, such as writing and scheduling blog posts, uploading special events, adding and removing details as and where requested by the Marketing and Education Programmer or Director.
8. To comply with health and safety policies, for example to be a first-aider.
9. To be responsible for the unlocking, locking and alarming of the Making Space venue and checking the condition of the venue during the shift and reporting any incidents.
10. To comply with Making Space policies, e.g., child protection, data protection and equality and diversity policies
11. To undertake other duties reasonably required within the scope of the post.

Scope of the Job

This post is key to helping with the smooth day-to-day running of Making Space.

Due to the nature of the job, the post holder will be required to act as Duty Manager for evening classes during term time which means unlocking and locking the building and being responsible for the health and safety of people who visit and work on site whilst on duty. This job also involves lone working for periods of time.

Protection of Vulnerable adults and young people

Making Space is committed to safeguarding and promoting the welfare of children/young people and vulnerable adults and expects all staff and volunteers to share this commitment. All staff and volunteers in contact with children/young people or vulnerable adults must be aware that an enhanced DSB check will be undertaken.

PERSON SPECIFICATION

MAKING SPACE MARKETING ASSISTANT (DUTY MANAGER)

Skills, Knowledge and Experience	Essential	Desirable
Experience of working in a venue		x
Experience of managing administrative operations, including filing and database management	x	
Experience of working with the public and taking enquiries	x	
Experience of working in a small team	x	
Experience in the production and distribution of marketing material	x	
Experience of arts organisations and the arts generally		x
Ability to work competently without direct supervision	x	
Ability to meet deadlines	x	
Computer literate, ie., in Excel and Word	x	
Ability to use an Apple Mac computer		x
Ability to use social media, ie., Facebook, Twitter, Instagram Mailchimp	x	
An understanding of using websites and how to use Wordpress		x
Good interpersonal skills	x	
Good written and spoken communication skills	x	
A "can do" approach	x	
Willingness to be a First Aider and to lone work	x	
Ability to work flexibly	x	