

## Marketing & Communications Co-ordinator (6 Month Fixed Term Contract)

### Job Description and How to Apply



ActionSpace is committed to creating an accessible and inclusive working environment that reflects our vision and values. We therefore welcome applications from as wide a range of backgrounds as possible.

We are seeking an enthusiastic Marketing & Communications Co-ordinator to support our Marketing & Communications Manager during a particularly busy period for the organisation. As part of a small team, you will co-ordinate daily social media, draft and schedule content for our website, prepare newsletters and contribute to our broader communications strategy. We're looking for someone with experience in a similar role, with skills in data analysis to enhance our digital reach and a good command of accessible marketing.

### About ActionSpace

ActionSpace is a leading organisation supporting the professional practice of learning disabled artists across London. We seek out and unlock talent, and we create bespoke opportunities for learning disabled artists to realise their potential.

We manage three supported studios at Cockpit Bloomsbury (Holborn), Studio Voltaire (Clapham) and ASC's Ealing Road Studios (Brent). We have on-going partnerships with a range of cultural institutions including the Royal Academy of Arts, Tate, Camden Art Centre, Autograph and the British Museum.

ActionSpace is also an artist development agency. In tandem with provision of supported studio practice, we have a unique reputation for delivering long-term, bespoke, high-quality professional practice support through mentoring, profiling initiatives, exhibitions and institutional partnerships. We are passionate about building equitable access to mainstream professional career opportunities for the artists we support. In recent years, ActionSpace artists have gained national recognition through solo exhibitions at major public and commercial galleries, commissions, residencies and publishing projects, acquisition of work into a national collection, and through teaching and advisory roles.

## Marketing & Communications Co-ordinator: Key Responsibilities

- Assisting with the implementation of the marketing strategy.
- Delivery of ActionSpace's day-to-day marketing and communications, including promoting the organisation's programme and activity via its website, newsletter and social media channels.
- Contributing ideas for social media and digital content.
- Maintaining ActionSpace's website and keeping it up to date and relevant by uploading information about exhibitions, news and our artists.
- Collating, analysing and reporting on marketing performance on a quarterly basis to deliver insights and inform future plans.
- Proactively develop own skills, knowledge, and experience, both of our industry and best practice within it and contribute to the development of colleagues through knowledge sharing wherever possible.
- Assisting with the development and delivery of accessible marketing, press and communications campaigns for ActionSpace and supporting with partner exhibitions and projects.
- Co-ordinating the documentation of artworks and ensuring the image database is updated.

## Key Measures of Success

- Increased visibility and appreciation for the charity and an increasing number of our artists.
- Effective communication of our vision to partners, sponsors, venues, funders, donors, media partners and the public.
- Increased and more diverse audiences across digital platforms.

## Other Significant Duties & Responsibilities

- Co-ordinating marketing schedules and delivery to pre-agreed timelines, budgets and resources via effective internal and external communication and collaboration.
- Updating artist CVs and biographies, supporting with producing press packs and images for exhibitions and events.
- Supporting with catalogues of works/products for sales and other projects and activities designed to generate income, and supporting with dealing with enquiries, payments and shipments.
- Pro-actively develop own skills, knowledge, and experience, both of our industry and best practice within it and contribute to the development of colleagues through knowledge sharing wherever possible.
- Undertake any other duties commensurate with the status of the role and in keeping with its overall purpose.

## The Candidate

We are looking for someone with previous experience working in a marketing and communications role with an interest in working in a creative environment.

- At least 2 years' experience of working in marketing and communications in the cultural sector or a similar role.
- Experience of creating and delivering engaging social media campaigns.

- Experience of analysing data to assess what is working and what isn't, including audience research and analytics using Google Analytics.
- Excellent interpersonal and communication skills, with the ability to communicate and work alongside people from different sections of the community.
- Excellent attention to detail and editorial eye with strong proofreading skills.
- Ability to prioritise tasks and deliver to tight deadlines.
- A proactive, flexible team player who is eager to learn and confident working independently.
- Confident use of IT skills including a good command of Adobe Creative Suite and editing of design assets.
- Knowledge of digital access, inclusion guidelines and an understanding of the lives of learning disabled artists.
- Flexibility during times of high work demand and the ability to work occasional evenings and weekends (for which time off in lieu will be given).

### Contract Details

Due to the nature of this post, the post holder is required to have an Enhanced Disclosure and Barring Service (DBS) check. This can be undertaken for the successful applicant if necessary.

This is a six month fixed term contract, subject to a three month probationary period with a review at two weeks and two months.

Salary: £15,600 + depending on experience (£26,000 full time equivalent)

Hours: 21 working hours per week (3 days per week) in our office (ActionSpace, Cockpit Bloomsbury, Cockpit Yard, Northington Street, London, WC1N 2NP). Time off in lieu for additional hours.

Annual Leave: 15 days per annum (25 days full time equivalent) plus Bank Holidays.

Pension: ActionSpace offers an auto-enrolment pension scheme with NEST pensions on commencement of employment, with the opportunity to opt-out.

### How To Apply

**Application deadline:** Thursday 23<sup>rd</sup> January 2025 at 10am.

Please provide a CV (maximum two A4 pages) and Supporting Statement (maximum two A4 pages) addressing the criteria outlined in the Person Specification and complete a references & disclosure form by clicking on the following link: [References and Disclosure Form](#)

Please email your application to: [recruitment@actionspace.org](mailto:recruitment@actionspace.org) quoting Marketing & Communications Co-ordinator in the subject line.

You are welcome to contact us for an informal discussion about the role before submitting your application. Please send a request via email (including two options of a convenient call time) to [recruitment@actionspace.org](mailto:recruitment@actionspace.org)

Interviews online or in person are scheduled for Wednesday 29<sup>th</sup> January followed by a second interview the following week, if required.

We are committed to building a culturally diverse workforce and actively encourage submissions from applicants belonging to groups that are currently underrepresented in the arts sector in the UK: particularly people of colour, those with disabilities (including 'invisible' disabilities such as dyslexia or autism), and people from lower socioeconomic backgrounds.

As part of our commitment to equal opportunities we want to make sure a wide range of people access our opportunities. Please help us by completing the form by clicking on the following link: [Equal Opportunities Monitoring Form](#)

We are happy to accept applications in an alternative format such as a video presentation or audio file.

If you would like support or have any queries regarding the format or submission of the application, please contact us at: [info@actionspace.org](mailto:info@actionspace.org)

The Application and Equality and Diversity Forms can be downloaded here: <https://actionspace.org/about-us/work-for-us/>

**Thank you for your interest in this role. We look forward to hearing from you.**