

ARRAN THEATRE AND ARTS TRUST



ARRAN THEATRE AND ARTS TRUST



Arran Theatre and Arts Trust is delighted to offer this 3-year post, funded by a Ventures Trust award from North Ayrshire Community Planning Partnership.

JOB DESCRIPTION: Communications Administrator

Key Duties:

- Oversee and deliver communications for Arran Theatre and Arts Trust projects and partners, digitally and in print
- Maintain websites and update social media feeds that fall under or within the remit of Arran Theatre and Arts Trust
- Grow the existing networks and increase their activities across the creative sector
- Liaise with Arran Theatre and Arts Trust and the Island Arts Co-ordinator to support the promotion of the arts across Arran and beyond

Essential Skills:

- Ability to deliver effective communications/promotion/marketing, ideally evidenced within the creative sector
- Ability to maximise use of IT and social media to deliver quality communications
- Flexibility, to respond to seasonal events and demand

Desirable Skills:

- Ability to manage own time
- Ability to communicate on all matters to those involved in the business of Arran Theatre and Arts Trust
- Interest in the creative sector

Terms:

5 hours per week;
£15 per hour;
Flexible hours;
Home working.

Applications: please submit CV and covering letter outlining your suitability for this role by email to arrantheatreandarts@gmail.com by 12noon on Friday 21 October.

Interviews will be held on Arran week beginning 7 November.

We hope that the successful candidate might begin this role as soon as possible.