



Canterbury Festival is currently recruiting

MARKETING ASSISTANT

The annual search for an enthusiastic, flexible and organised graduate to join the hard-working and friendly Festival team is on. If you are interested in this temporary position, please read the Job Description and Person Specification (below).

Application by CV and covering letter to

Rachel Pilard, Marketing Manager
Canterbury Festival
Festival House
8 Orange Street
Canterbury CT1 2JA

or email rachel@canterburyfestival.co.uk

The deadline for applications is 5pm on Monday 19 June 2017.

Interviews will be held week commencing 26 June at Festival House, Canterbury.

Company information

Canterbury Festival is Kent's International Arts Festival, the largest festival of arts and culture in the region, and one of the most important cultural events in the South East.

Revived in 1984, the Festival attracts an audience of over 65,000 people of all ages to free and ticketed events, drawn from across Kent, London and the South East. With over two hundred events in three weeks there is something to suit everyone from classical music to contemporary dance, comedy to circus with theatre, walks, talks, visual arts and much more.

The Festival takes place in venues across Canterbury and the surrounding areas, including the world famous Spiegeltent. This year it will run from 14 October – 4 November. Further details about the Festival are available on the website www.canterburyfestival.co.uk.



MARKETING ASSISTANT

JOB DESCRIPTION

Purpose of the Role: To provide efficient and reliable support with Marketing and Press work & delivery of events

Reports to: Marketing Manager

Key Responsibilities

1. Communication

- Assisting with copy writing and sourcing information for local press coverage (Festival focus, supplement) and nightly programmes
- Preparing and distributing event listings information
- Updating of Festival website, and social media networks
- Assisting with audience development
- Overseeing the work of the Festival Student Promoters

2. Publicity

- Management and distribution of publicity resources – posters, flyers, bollards
- Creating posters and flyers for events as required
- Updating publicity on a daily basis during the Festival

3. Events support & delivery

Contribute to the delivery of Festival events including, but not limited to -

- Front of House management of small venues during the Festival
- some ticket and programme selling, artist liaison and ushering as required
- dressing of venues, assisting with seat number labelling and displays

4. General

- Any other duties as requested and directed by the Marketing Manager

PERSON SPECIFICATION

This is an intense, interesting and fun position for a flexible multi-tasker. During the Festival the hours are long and the Marketing Assistant will be required to travel on foot around the venues in Canterbury and get themselves home safely at night. Early mornings also feature!

The qualities of the successful candidate are likely to be as follows:

Essential

- Highly developed written and oral communication skills
- Good working knowledge of Word and Excel
- Accuracy and attention to detail
- Reliable and conscientious
- Flexible and proactive
- Enthusiasm for the Arts
- Interest in and knowledge of at least one of the arts forms featuring in the Festival

Desirable

- Ability to create simple designs for posters (photoshop or similar)
- Volunteering experience with Canterbury Festival or other arts organisation
- Marketing/Events background

SUMMARY OF TERMS

Tenure:	Short-term, variable hour contract from July to November 2016
Based at:	Festival Office, Canterbury
Salary:	£1,000 per month (pro rata) Income Tax and National Insurance will be deducted at source
Hours:	Part time: July, August and November Approximately 14-21 hours a week based around core office hours of 9:30am-5:30pm, Monday – Friday Full-time: September and October Based around core office hours of 9.30am-5.30pm, Monday – Friday, and including some weekends and a fortnight of long days and evenings during the Festival
Other:	This is a short temporary contract which will terminate in November 2017