**Projects & Marketing Assistant**

**Jay Haigh Co.**

**Context**

I’m Jay Haigh: I founded an independent arts management practice in 2013 building on 25 years of experience in outdoor arts, circus, arts & health and arts & disability contexts as a participatory artist and maker, participation specialist, programme manager, relational dynamic coach and Company Director.

My passion is working with creative people to support their process and reach their goals. I specialise in working with companies that value community engagement and artistic excellence equally.

I inform engagement/participation/co-production approaches, partnership development and stewardship. I manage big and small budgets, write funding applications & funder reports, plan strategy and often deliver the other nuts and bolts that hold a project programme or enterprise effectively together.

I aim to create a safe, knowledgeable space which enables anyone I work with to take risks and new steps with their work.

I work predominantly in the South West of England with creative collaborators and innovative arts organisations, based at my home-office in the Cotswolds. You can explore who I’ve worked with [here](https://www.jayhaigh.com/clients.html).

**Role**

I’m excited to grow my team to include a part-time assistant as a sub-contractor. This opportunity is offered initially on a short term, freelance basis. There is the potential for further work, subject to funding and a review of the effectiveness of the role.

I’m looking for someone who is a natural communicator and collaborator, who is keen to contribute ideas as well as take direction when required. You will be a detail nerd, happy in spreadsheet world and you will be a digital native. You will be a problem solver who is open and curious, and you will be comfortable working to deadlines. You will be passionate about the power of the arts to make positive change through work with communities.

The fee offered is **£1440** between September 2019 and end February 2020: a quick start is needed on appointment. The fee is notionally based on 24 hours pcm @ £10 per hour inclusive of travel and expenses, although you will deliver services in a more flexible way to suit project requirements and other commitments you or I may have.

I’m able to offer a hot desk at my home office and would expect the successful person to co-work at least 1 day per month, and ideally more regularly.

To apply, please email

* your CV
* a letter of application (no more than 2 sides of A4, no less than 11pt) or a short video or audio file (no more than 3 minutes) outlining
  + what draws you to this opportunity / why you are interested
  + how your skills and experience fit with what I’m looking for
  + 2 referees who have experience of your recent work
  + confirmation of your self-employed status and right to work in the UK – if you are appointed, I will require your UTR and NI number/passport

Closing date for applications is Monday 9th September 2019 at 12 noon.

Interviews will take place in Cirencester on Monday 16th September. I would prefer to meet in person, although Skype interviews are also possible if necessary. Please indicate on your application if you have any access requirements that I need to be aware of.

Do get in touch if you’d like an informal chat before applying.

**Services required may include the following, subject to project demands and priorities:**

* Assisting with marketing activities including, but not limited to:
  + Drafting social media plan and posts for approval – primarily Facebook, Twitter, Instagram
  + Organising print runs in line with agreed budget
  + Ensuring timely delivery of print to venues
  + Liaison with venues, and supply of relevant content and print to support their marketing activity
  + Venue liaison re comp tickets for the company
  + Updating websites (primarily Weebly, Squarespace)
* Researching ethical supplier options
* Environmental research to inform environmental policy and riders
* Researching, planning and booking tour accommodation in line with agreed budget, balancing financial constraints with team requirements
* Liaison with tour venues & collation of venue information
* Drafting a team tour info with tour schedule, places to eat, accommodation info, key phone numbers etc
* Collating and distributing risk assessments, tech specs, company information and production schedules as required
* Proof reading (e.g. funding applications, evaluation documents, marketing information etc)
* Assisting with contact management
* Support to collect and process invoices
* Assisting with reading and drafting contracts
* Support to ensure safe and effective working practice in line with relevant policies and procedures specifically: environmental sustainability, safeguarding children and vulnerable adults, health and safety, equal opportunities and diversity and data protection.

**Essential skills & experience**

* Effective use of social media to maximise reach
* Excellent written, verbal and non-verbal communication
* Use of spreadsheets
* Ability to work to a budget
* Research and planning skills
* Attention to detail
* Competence in use of cloud-based software such as Dropbox, Google Docs, Airtable, Trello

**Desirable skills & experience**

* Working in arts and cultural sector
* Arts marketing
* Experience of administrative requirements of touring theatre
* Planning a social media campaign
* Website maintenance
* Proficient in use of Pages software (and access to a mac), or in use of Adobe Photoshop or similar



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