

Marketing & Administrative Assistant

Reports to:	Director
Hours of work:	25hrs per week. Occasional evening/weekend cover for events may be required.
Salary:	£23,500 pro rata (35 hr week)
Holiday:	23 days per annum plus statutory holidays (pro rata)
Probation Period:	1 month
Notice:	2 weeks
Contract Type:	6 months temporary contract
Pension:	Workplace Pension (NEST)
Deadline for applications:	Applications assessed as received.
Interview period:	TBC
Place of work:	Applause office, Southborough, Tunbridge Wells

Applause Rural Touring is an arts and community organisation based in Southborough, West Kent, and works across multiple counties to deliver cultural and creative opportunities for audiences, participants, and artists. Applause events provide direct access to inspiring arts performances, in a typical year, we support over 200 touring dates across the southeast. Our work includes a professional touring programme for village halls and community centres, a leading outdoor commissioning and touring programme and a range of projects with partner organisations.

Applause is an Arts Council National Portfolio Organisation working throughout Kent, Essex, East Sussex and West Sussex ensuring communities access professional theatre, music and other performing arts in accessible spaces.

We are seeking a Marketing & Administrative Assistant to join our team on a short-term contract providing support across a range of activities. We anticipate the role will be office based and working hours will take place over a minimum of 4 days.

JOB DESCRIPTION

Overview of role

General office duties include but are not exclusive to

- Handling postage and telephone messages
- Holding oversight of the IT arrangements and overseeing the IT system back up
- Maintaining, repairing, or replacing office equipment including printer, phone and broadband services
- Ordering, storing and distributing office supplies
- Overseeing office calendar
- Liaising with facilities team

Marketing activities include but are not exclusive to

- Supporting event booking process via the Eventotron CRM system (training provided) as required
- Supporting production and distribution of posters, flyers, tickets and other marketing materials
- Supporting digital marketing
- Liaising with Applause users by email and telephone

- Supporting staff at events
- Maintaining accurate data and systems
- Implementing data collection for reporting and analysis
- Supporting the development of databases including Mailchimp
- Dealing with subject access requests, deletion requests and queries from clients, stakeholders and data subjects about data protection related matters

Essential skills, knowledge and experience

- Strong interpersonal skills, patience, empathy, a positive approach and respect for others
- Flexibility and adaptability
- Excellent Microsoft Office Skills
- Use of Canva (training provided)
- Ability to prioritise and work to deadlines
- Strong communication skills, both verbal and written
- Ability to work under pressure
- Experience in managing schedules and logistics
- Ideas and problem solving driven
- Excellent attention to detail
- Commitment to diversity and inclusion

How to apply

CV, Cover Letter, Equal Opportunities Monitoring form to dawn@applause.org.uk using '**Marketing & Administrative Assistant**' as the subject of your email.

Please include the following information:

Suitability for the role, relevant previous work experience, relevant previous voluntary experience

[Equal Opportunities Monitoring Form](#)

Applause Rural Touring is an equal opportunity employer that is committed to diversity and inclusion in the workplace. All qualified applicants will receive consideration for employment without regard to: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation. We actively encourage people from a variety of backgrounds and experiences. We are particularly keen to hear from people of colour and candidates who self-identify as disabled.

If you would like any information in a different format please contact office@applause.org.uk

Workplace: Applause's office. Southborough Civic Centre, 137 London Road, TN40NA

Website: www.applause.org.uk
 Facebook: @ApplauseTouring
 X: @ApplauseTouring
 Instagram: @ApplauseTouring