



## JOB ADVERT

<b>Title:</b>	<b>Digital Content &amp; Communications Assistant</b>
<b>Responsible to:</b>	Marketing and Audience Development Manager
<b>Based at:</b>	Z-arts, 335 Stretford Rd, Hulme, M15 5ZA (You would need to be in the office for at least one day during the week.)
<b>Hours:</b>	<b>Part-time - 22.5 hours per week.</b> Please state in the application what your preferred working hours would be. We can offer flexible working.
<b>Deadline:</b>	<b>12pm Tuesday 18th April</b>
<b>Interviews:</b>	Thursday 4 <sup>th</sup> May 2023
<b>Salary:</b>	<b>£13,356</b> Based on <b>£22,260</b> per annum (22.5 hrs per week)

**A brand-new opportunity for a creative, organised, and enthusiastic Communications Assistant to join our Marketing and Communications team.**

Please see the application pack here: <https://bit.ly/3TmF6LE>



## **ROLE OVERVIEW:**

**You will have a passion for theatre and the arts and a clear understanding of marketing and communications, with brilliant digital and design skills and excellent attention to detail.**

Z-arts is beaming with creativity, offering a whole range of performing arts events, performances, exhibitions, a brand-new children's library, activities, workshops, and participatory opportunities for children and families in the heart of Hulme. We're also opening a brand-new family escape room!

You will work on a range of projects and campaigns, supporting the development of our marketing strategies, and delivering our communications to our audiences and families at Z-arts. This will include, preparing content for our digital channels and website, and overseeing the management of email marketing and distribution, you'll have a keen eye for design, and will be a social media superhero!

You'll help amplify the networks we lead, along with acting as a brand guardian for Z-arts and what we believe in; working with children and young people to ensure their voices are represented across communications.

Elevating the Z-arts brand, voice, and visual language in line with our values and core sub-groups, Wellbeing, Access, Green Champions, and Diversity. As well as providing general administrative marketing support across the organisation.

Whilst working closely with the Marketing and Audience Development Manager, this role works across all areas of the organisation, including, Programming, Creative & Education, Box Office, Front of House, Z-café, and with the networks we lead.

You will have the autonomy to manage your own workload and the opportunity to deliver on areas of your choice in which you'd like to develop your skills and knowledge.

This is a wide-ranging role, and we will provide ongoing support, such as training, to enable the post holder to fulfil all aspects of the job.

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**Ask us a question or call for a chat.**

**Get in touch in whichever way works best for you – or drop us a line and ask us to call you back. Email: [helena@z-arts.org](mailto:helena@z-arts.org) / Call: 0161 226 1912**