

## Marketing & Communications Co-ordinator – Part-time: 3 days a week. 6 months Fixed-Term Contract

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**Employer:** Kings Place Music Foundation  
**Date:** May 2025  
**Department:** Marketing & Communications  
**Responsible to:** Head of Marketing

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The Marketing & Communications Co-ordinator is responsible for offering support to the Marketing & Communications team at Kings Place. The role exists to assist in the set-up and promotion of the Kings Place programme of shows and events, achievement of the box office and audience development targets, and the development of the venue's profile. The duties of the role will be focused on social media campaigns, e-newsletter and digital content creation and providing admin support.

### Key Duties

#### Event set up

- Creating, checking and publishing website event pages
- Creating and updating digital assets for events using Canva
- Editing video assets for campaigns in Canva and Adobe software

#### Content & Copywriting

- Writing and building newsletters using the email marketing platform
- Copywriting and editing of event descriptions
- Assisting in proofreading marketing copy as required

#### Digital & Social media campaigns

- Assisting with the creation of content for the venue's social media channels
- Supporting the team with photo and video capture at selected events
- Proposing new ideas and approaches to digital activity
- Monitoring and responding to comments on social media

#### Design & Print

- Managing advert and print deadlines
- Liaising with designers on flyers, posters and other artwork
- Supporting seasonal brochure production

#### In-venue marketing

- Managing content for in-house digital screens and projectors
  - Keeping printed materials topped up in the public areas of the venue
  - Organising and storing leaflets, brochures and other printed materials
  - Compiling events for exit flyering
  - Printing the in-house concert programmes ready for sale
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### General

- Adding events to listings websites and social media channels
- Supporting efforts to build awareness and develop the organisation's profile in the local community

### Admin

- PR admin support: compiling listings and collating press coverage
- Financial admin support: raising purchase orders and recording costs

### Additional duties

- Attending and contributing to regular meetings with external partners when required
- Supporting efforts to build awareness and develop the organisation's profile in the local community
- Undertake any other duties as required and as appropriate to the grade and role of the post
- Comply with the KPMF equal opportunities and health and safety policies

### Requirements

#### Essential

- At least one year's marketing experience
- Passionate about music, arts and culture
- Digital marketing savvy and an interest in digital platforms and applications
- A good level of computer literacy, particularly MS Word and Excel
- Highly organised and self-motivated with a keen eye for detail
- Strong administrative and organisational skills
- Strong written and verbal communication skills with the ability to write creatively
- A good level of numeracy skills
- Ability to work to deadlines, flexible approach to work, able to manage short term and long-term tasks simultaneously
- Proactive, efficient and helpful attitude
- Ability to work in an energetic and fast-paced environment
- Ability to work flexible hours as and when required. This will involve some weekend and evening work, dictated by event timings

#### Desirable

- Experience working on ticketed events
  - Familiarity with an arts or live events environment
  - Knowledge of multiple music genres, especially classical, folk, jazz & contemporary
  - Experience of using email marketing systems
  - Experience of using social media platforms professionally
  - Experience of using Photoshop and video editing software
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