

MARLOWE THEATRE

Job Description

POST DETAILS	
Organisation	The Marlowe Trust
Job title	Communications Officer
Reports to	Communications Manager
Grade	K

JOB PURPOSE
To devise and implement agreed communication campaigns, to achieve financial targets, audience development objectives and to support the theatre's vision and mission.

PRINCIPAL ACCOUNTABILITIES
<ul style="list-style-type: none"> • To devise and implement agreed internal and external communications campaigns, for the purpose of promoting the Marlowe's events, activities and mission. • To plan and implement PR campaigns to promote the Marlowe's shows and activities, articulating our vision and mission and ensuring positive relationships between the Marlowe and the media. • To liaise with the press and marketing representatives of visiting producers, for the purpose of promoting the Marlowe's shows and activities and ensuring positive relationships with producers. • To manage the creation of marketing and communication materials. • To plan and manage agreed PR events to support the Marlowe's communications strategy. • To drive your own career and skills development, making the most of the opportunities made available to you. • To work in a safe and legal way to comply with regulatory and legislative requirements. • To live and represent the Marlowe's values.

REQUIRED ATTRIBUTES	
Required Qualities	<p>The Marlowe's core values are to be authentic, supportive, resilient, collaborative, inclusive and passionate in everything we do.</p> <p>We actively seek to represent the diversity of our society</p> <p>In order to live our values, our Communications Officer should be:</p> <ul style="list-style-type: none"> • A people person with great interpersonal skills. • A great communicator. • Interested in theatre and keen to learn more.
Knowledge	<ul style="list-style-type: none"> • Basic knowledge of the theatre industry.
Skills	<ul style="list-style-type: none"> • Good creative and editorial copywriting skills. • Basic IT skills including use of Microsoft Word, Excel and PowerPoint. • Good written and verbal communication skills. • Good project management skills
Experience	<ul style="list-style-type: none"> • Good experience of writing editorial copy, within a professional organisation. • Good experience in liaising with the regional and national media.
Qualifications	<ul style="list-style-type: none"> • We value education and GCSE's in Maths and English at Grade 4 or above are desirable for this role. We will, however, consider applications from suitably skilled and experienced candidates without a qualification.

JOB DIMENSIONS	
Annual budgetary amounts	n/a
Number of staff reporting to the job holder	Direct Reports – 0 Indirect Reports – 0
Any other relevant statistics/information	n/a

WORKING ENVIRONMENT
<p>The Marlowe Trust is open to flexible working so talk to us about how you think you can best deliver this job and about your flexible working needs.</p> <p>The Marlowe's performances happen mostly in the evenings and at weekends. In order to deliver the best service to our customers, all of our posts, whether frontline, strategic, planning or support roles, require some evening and weekend working.</p>

ORGANISATION CHART

See attached

November 2024