



## Job Role: Marketing and Communications Officer

- 24 hours per month (exact allocation within the month to be agreed with the successful candidate)
- 0.15 FTE
- £312/month
- This post can be a PAYE or freelance position depending on the preference of successful candidate
- 8 month contract

### Who we are

Articulation is Scotland's advocacy and development organisation for the Physical Performance sector encompassing physical theatre, circus and outdoor arts. We have been supporting the sector in Scotland since 2009 and whilst we have a strong track record, Articulation was run by a voluntary steering group until the recent appointment of a director. To develop the organisation and to achieve our vision at this crucial time, we are seeking a Marketing and Communications Officer to work with the new director to lead Articulation into the future.

The Marketing and Communications Officer will lead on Articulation's marketing and communications with responsibility for newsletters, social media and website. We are looking for an experienced communicator with the enthusiasm, skills and attention to detail to support the organisation and the creative artists in this sector.

The Marketing and Communications Officer will report to Articulation's Director and be supported by, Articulation's board and steering group.

### You will be responsible for:

- Compiling, delivering and circulating Articulation's newsletters.
- Communicating directly with companies and individuals working in the sector, with venues, programmers and promoters interested in the sector, and allies and partners.
- Developing and updating Articulation's social media presence.
- Implementing communication strategies to bring greater attention and focus to the work of the sector, both in Scotland and further afield.
- Managing and updating website to increase our online profile and link with our social media accounts
- Preparing and sharing surveys and reports
- Creating and maintaining useable databases for companies/individuals working in the sector, as well as venues, promoters, festivals and allies

### As part of your role, you will:

- Work closely with the Director
- Attend regular steering committee meetings, and other meetings as necessary
- Report directly to the Director



We would love that the right person has the following:

### **Essential Experience**

- Knowledge of Scottish Circus, Outdoor Arts & Physical Performance Sector
- Experienced communicator who is motivated, organised and well connected
- High level of computer literacy, with experience of working across different platforms and software.
- Proficient with Mailchimp and compiling, editing and distributing newsletters.
- Skilled social media communicator, with experience building social media presence and engagement.
- Working knowledge of website maintenance and management

### **Desirable Experience**

- Experience of working as part of the marketing team of companies and events.
- Knowledge and understanding of the UK theatre and events sector, especially in circus, outdoor arts and physical performance.
- Experience of working with print and web designers

### **Essential Personal Attributes**

- Integrity and trustworthiness
- Meticulous attention to detail
- Enthusiastic, flexible, committed and cooperative
- Self-motivated, proactive, polite and personable
- Problem solving attitude to challenges
- Capable of thriving within a fast paced, high pressure environment

### **Terms & Conditions**

**Salary:** £312/month - 0.15FTE pro rata of £25K per annum

**Contract:** 8 month fixed term, with the long term aim of the role becoming permanent dependent on funding

**Hours:** Equivalent of 6 hours / week. The hours are primarily to be worked within Monday - Friday daytime on days/time to be arranged. We are flexible to the spread of the hours. Evenings and weekends may occasionally be required for which Time off in Lieu (TOIL) is offered.

**Location:** Presently the role is to work from home, although hot desking is available both in Glasgow and Edinburgh at partner organisations.



### **How to Apply**

For further details or information on the role please contact Martin Danziger:  
E: [martin@articulationarts.org](mailto:martin@articulationarts.org) – M: 07973963301

**To apply**, please send your current cv with a covering letter detailing relevant experience and knowledge to: Martin Danziger – [martin@articulationarts.org](mailto:martin@articulationarts.org)

**Deadline** : Friday 24<sup>th</sup> September at 5pm

Interviews (by zoom) will be held w/c 27<sup>th</sup> September 2021

### **Further Information**

Throughout the last decade, Articulation has played a vital role in supporting artists, signposting information and developing a framework of support for physical performance in Scotland. During the 2020 pandemic we have provided resources, practical sessions and hosted online seminars to bring together creatives in the sector. In the wake of Covid-19, the new emphasis on outdoor performance possibilities has thrust Articulation into the spotlight due to our expertise in this field. The interest in our sector from producers and venues has increased significantly and we expect this will continue.

### **Board and Steering Group**

Articulation is a charity and company limited by guarantee and is currently run by a voluntary steering group and the Board of Trustees. The Trustees and The Steering group are comprised of professionals working within the sector.

#### **Trustees**

- Chair of the Board: Jennifer Paterson (Artistic Director, All or Nothing Aerial Dance Theatre)
- Treasurer: Mark Gibson (Director, Aerial Edge)
- Tim Licata (Artistic Director of Plutôt La Vie)
- Sarah Jean Couzens (Freelance Arts manager, with speciality in circus)

#### **Steering Group:**

- The Trustees along with:
- Angie Dight (Artistic Director of Mischief La- Bas)
- Jill Smith (Producer, one half of Feral Arts)
- Kat Boyle (Producer, one half of Feral Arts)
- Lewis Sherlock (Independent Physical Performance Theatre Maker)
- Melanie Jordan (Director and Physical Theatre Practitioner with Surge)
- And Creative Scotland observer: Jaine Lumsden (Theatre officer)

You can find out more about Articulation, our activities, strategy and the sector we represent at [www.articulationarts.org/](http://www.articulationarts.org/)

And on our facebook page at: [www.facebook.com/articulationarts](https://www.facebook.com/articulationarts)