

The Roche Court Educational Trust (RCET)

ARTiculation Communications and Outreach Job Description

Full-time. Reports to the ARTiculation Project Manager

Key roles

Communications

- Build ARTiculation communications plan
- Develop regional press contacts and coverage
- Maintain and expand ARTiculation Social Media Platforms including Facebook, Twitter, LinkedIn and Instagram
- Organise events for ARTiculation Networks including alumni, partners, universities, sponsors and teachers
- Development ARTiculation's digital presence including website, learning resources and blog
- Produce ARTiculation branding and marketing material
- Design flyers, invitation cards and leaflets to publicise events and workshops using InDesign and MailChimp software.
- Produce and send out press releases and newsletters
- Liaise with the New Art Centre (NAC), the Trust, host venues and adjudicators to update guest list

Outreach

- Support in the planning of ARTiculation outreach workshops
- Facilitate and support ARTiculation outreach workshops in schools, host museums and galleries across the country as required
- Support the administration of the ARTiculation Prize

ARTiculation Alumni

- Develop the ARTiculation Alumni Network
- Maintain regular contact with ARTiculation Alumni
- Seek and create opportunities for Alumni, including work experience and professional development

General

- Support RCET in identifying potential funders and in writing applications for funding
- Support RCET in office management, answer telephone enquiries, pass on messages and greet any visitors
- Maintain education filing systems
- Contribute to all reporting procedures including Trustees' meetings, funding reports, newsletters and case studies
- Document and collate statistical and qualitative information in preparation for reporting.
- Record ARTiculation activities through photography, audio recording and film
- Attend and support ARTiculation Regional Heats, Regional Finals and Grand Final

The Roche Court Educational Trust and the New Art Centre

- Attend New Art Centre private views (always on Saturdays) and associated events to promote the RCET
- Ongoing ambassador for the Trust to share our work with the gallery, their associates and all partners
- Support New Art Centre staff with meeting and greeting at front of House and leading Artist House tours when required

This job is for you if you have the following:

Excellent communication skills and are confident and friendly

Knowledge of, and passion for, the arts

Excellent working knowledge of Microsoft Office and Adobe creative packages

Excellent organisational skills

Experience of working with schools and young people

A proven ability to multi-task, work flexibly and work independently as required

A full driving licence

This above is intended to provide a general guide to the duties and responsibilities of the post and aims to set this in the context of the framework within which the post holder is expected to operate. Please note from time to time you will be asked to perform duties that extend your job description that best serve The Trust and the New Art Centre. This job description should not be viewed as a legal document or a set of conditions of service and it can be reviewed at any time in light of the needs of The Roche Court Educational Trust. Any amendments to the job description will be discussed with the Board of Trustees and the post holder and subsequently confirmed in writing.