

Digital Communications Assistant

Contract: Part time (3 days a week) fixed term contract for six months (with potential to extend)

Preferred working days: Monday, Wednesday, Thursday (but we are open to discussion)

Salary: £22,000 pro rata

Deadline for applications: 13 November 2020, 6pm

Interview dates: 26 and 27 November via BlueJeans

Proposed start date: 2 December

Place of work: UP Projects staff are currently working from home. There is the option to work up to two days a week in a shared office environment subject to government guidelines. Candidates will be required to attend online team meetings and other scheduled calls remotely on their working days. UP Projects is able to provide a work laptop.

UP Projects is looking for an enthusiastic Digital Communications Assistant with an interest in the arts and creative practice to join our team. You will be working alongside the Deputy Director and our Digital Communications and Commissions Producer to engage with our followers, produce social media content, grow our digital audiences and help with the digital promotion of our forthcoming projects and programmes over the next six months.

Examples of the types of projects you will be helping to promote a major public commission by renowned artist, Sonia Boyce OBE, the launch of our new digital participation space, ongoing promotion of our artist development programme *Constellations*, our digital commissioning programme *This is Public Space* and our *UP Commission* with artist, Jasleen Kaur.

About UP Projects

UP Projects commission contemporary art for public spaces. We support artists to make work that has social relevance, encourages learning, transforms places and activates the public realm. We believe in working collaboratively with artists, communities and partners to create extraordinary projects across the UK that respond to heritage, identity and place; bringing people together, stimulating debate, and supporting social change. Our work has been enjoyed by millions of people, including ambitious public

commissions, imaginative cultural strategies, artist-led events, educational workshops and community engagement initiatives. We strive to be relevant to the places we work in, whether towns and cities across the country, the UK's river and canal network, parks and green spaces, new urban developments or the digital realm.

www.upprojects.com

What we are looking for

- Someone with an interest in contemporary visual arts and/or culture.
- Someone who is passionate about social media and marketing.
- Someone who is familiar with and has a good knowledge of how social media platforms work.
- Someone who has excellent writing and communication skills and who can tailor content for different marketing platforms including social media, newsletter and websites.
- Someone who is familiar with creating and maintaining an engaging tone of voice for social media and marketing materials.
- Someone with IT skills, including Office based packages such as Word, Excel and Outlook.
- Knowledge of design software such as InDesign and Photoshop is desirable but not essential.
- Someone who is keen to learn and eager to help.
- Someone who can work well as part of a team.
- Someone with excellent attention to detail.

What we can offer

- A six-month position with the potential for extension within a dynamic and passionate team. You will have the opportunity to work with curators and producers to promote our diverse portfolio of public art projects.
- Experience within the field of digital marketing and communication for an arts organisation.
- Experience of creating both written and graphic content for digital and social media platforms.
- Experience in editing and writing promotional content for public audiences.



- Experience in thinking strategically about the impact digital marketing can have in relation to our projects and programmes and our organisation as a whole

How to apply

Please send us a short biography (no more than a page) detailing your interests, skills and past work experience or training and a short cover letter (no more than one page) detailing why you are interested in this job specifically. Please outline how your interests, skills and experience meet the “What we are looking for” requirements above. We also accept audio or video applications should you prefer. Please send your application to lili@upprojects.com by 6pm on 13 November 2020.

We will invite five candidates for interview via a video call before selecting one applicant for the position.

Interviews will take place on 26 and 27 November 2020 online via BlueJeans and will be attended by UP Projects Director, Emma Underhill, Deputy Director, Moira Lascelles and Digital Communications and Commissions Producer, Lili-Maxx Hager.

Please note we actively encourage applications from all backgrounds, communities and industries, and are committed to having a team that is made up of diverse skills, experiences and abilities. We actively encourage BAME and disabled applicants and value and nurture diversity across our organisation. We are committed to equality within our workforce.