



Leamington-based theatre company **HEARTBREAK PRODUCTIONS** have an exciting opportunity for someone to join their permanent team as:

PART-TIME MARKETING OFFICER

We are looking for a self-motivated, team player with a proven interest in the Arts and Arts Marketing.

The vacancy is part-time working alongside the Directors and other team members with responsibility for the promotion of the company's open air shows, winter tour, school workshops, theatre practice course and film course.

The successful candidate will have a keen desire to work as part of a team, develop marketing skills and strategies and have some knowledge of Access database processes and general computer literacy.

The basic outline of the job is as follows and is estimated to take a minimum of 10 hours per week with scope to expand the role.

Liaise with appropriate team members re: Autumn projects – (film/creative theatre) and the strategy for marketing/promoting of project.

Collate mailing lists from database. Print labels, address envelopes. Establish and create in liaison with other team members, the appropriate mail shots and oversee the resources for actioning the process.

Create, with other team members, emails suitable for general mailing to database and also template for shows/venues/areas etc suitable to be sent to press and venues for them to extract information and be directed towards office contact and website for further information and details.

Liaise with city marketers re. Publicity distribution checking all have access to SUPPORTERS list and ensure that posters/leaflets etc are distributed via supporters and agencies. Check all banner sites are booked and serviced appropriately.

Working with other team members, establish budget parameters. Collate list of all payments to keep a track of budget from all print, publicity and press advertising.

This, of course, is just an outline of what a year in the job can entail: being a vibrant and lively workplace, the nature of the position means that there is plenty of opportunity to adapt and learn other skills associated with theatre production and it is hoped that the successful candidate would enjoy developing and expanding their role accordingly.

For further information, contact us:

info@heartbreakproductions.co.uk or telephone 01926 430307