



## The Loco Klub Job Vacancy: Marketing Coordinator

The role of Marketing Coordinator is a fantastic opportunity to communicate the excitement of shows, gigs and events we look forward to hosting in our space. This role is a freelance part-time position and is for 14 hours per week at £12.50/hour on Tuesdays and Wednesdays. (Wednesdays can be swapped for Thursdays on occasion).

This position would suit a creative individual who has experience in marketing a variety of events and would be interested in furthering our identity in the city as an immersive arts space.

### Responsibilities:

- Scheduling & creating graphics for social media posts + adverts
- Reaching out to promoters & hirers - collating assets + communicating on timelines
- Sending regular newsletters out via MailChimp
- Keeping our visual identity fresh and engaging
- Creating PR material and responding to media enquiries
- Managing website content, via Wordpress
- Preparing reports and analytics on the organisation's activities

### Qualities / Skills required:

- An extensive knowledge of digital tools such as Facebook, Twitter, Youtube and Instagram, and an awareness of their strengths / weaknesses
- The ability to take initiative and work independently, as well as working within and contributing to our team
- Excellent written and verbal communication skills, both with colleagues and with audiences, donors and participants
- The ability to prioritise workload, be flexible and reliably complete tasks to tight deadlines
- Familiarity with Canva or Photoshop
- Familiarity with social media scheduling programmes such as Hootsuite
- Good copywriting skills and ability to adapt tone for posts across social media channels
- Wordpress content management experience
- Artistic flair and an eye for graphic design, film and photography
- Meticulous attention to detail

We work across a diverse range of creative disciplines and just as it has helped strengthen us as an organisation, we believe our organisation will be stronger with greater diversity and welcome applications from those who bring difference. We encourage applications from those currently underrepresented in our organisation particularly BAME, transgender people, and disabled people (as defined by the Equality Act 2010).

Please send a CV and Cover Letter to [venuemanager@locobristol.com](mailto:venuemanager@locobristol.com) + [marketing@locobristol.com](mailto:marketing@locobristol.com)

If you would prefer to send a video application, rather than a Cover Letter, we welcome these too.

The closing date for all applicants is Tuesday the 1st of October at 5pm. Interviews will be held the following week on the 8th/9th/10th with a start date of the 22nd October.