**Marketing and Comms Volunteer Placement**

**Application Pack**

Fabrica is delighted offer a volunteer office placement for motivated and proactive individuals whether in education, with or without previous office experience, interested in working at a vibrant contemporary art gallery in the heart of Brighton:

**The Marketing and Comms Student Placement** is a year long placement, running January 2019 - January 2020. The successful candidate will spend the first 3 months with the office manager solely focusing on gaining an overall understanding of the organisation and routine administrative tasks, followed by 9 months which will focus on marketing Fabrica’s exhibitions and projects , while continuing to support the office manager and other staff members in their duties, dependent on your personal interests and professional development needs.

A passion for visual arts is essential as well as good customer care skills, excellent time management, a pro-active attitude, willingness to learn and the desire to engage with all aspects of Fabrica. Working independently and alongside the Office Manager in a busy and dynamic office, you will gain essential skills vital in developing a career in the arts.

This is a year long, unpaid placement, where you will be committed to Fabrica one day per week, negotiated around your schedule. Outside these hours and where possible, you will be able to engage with Fabrica programme, which will help you to get the most out of your placement.

During the placement you will gain behind-the-scenes knowledge and experience in: administration, volunteer management, events organisation, fundraising, presentation, data collation, project planning and archiving.

This placement is particularly suitable for those aiming to follow a career in arts marketing and/or arts administration but equally offers a good grounding and essential management and organisational skills for anyone wishing to pursue a career in the wider arts sector.

**Duties:**

**In the Office :**

* Welcome visitors and deal with enquiries in person, by phone and email.
* Help with general administration in the office including but not limited to: updating calendars, petty cash reconciliation, banking, checking and ordering supplies, collating data and updating databases
* Supporting other members of the organisation in their duties, including but not limited to, as and if required: Newsletters drafting for the Audience Development and Marketing managers, filing and organising documents for the Finance Officer, supporting the Event Coordinator organising events for our young people’s programme, supporting the Venue Hire manager filing enquiries.

**Marketing and Comms:**

* Supporting the Comms manager to effectively convey Fabrica’s varied output and build brand awareness.
* Implement Fabrica’s trans-media communication strategy in relation to Fabrica’s scheduled gallery programme, fundraising projects and campaigns.
* Assist in maintaining Fabrica’s website including updating exhibition and project archives.
* Develop content for use on the website and social media channels including images and videos, live streaming and promotional campaigns.
* Opportunity for a personal project within the placement where you’ll get to plan, design and implement a project within the context of Fabrica’s projects and exhibitions.

**Essential criteria:**

Passion for the arts

Proactive attitude, eager to learn and develop transferable skills

Happy to work in a team as well as on your own

Good written and verbal communication skills along with good time management

Good organisation skills

Good IT skills

Your line manager will meet with you regularly to check your placement progression and learning outcomes.

**Application process**

To apply, email a completed application form to office@fabrica.org.uk with the subject heading *Fabrica Volunteer Placement: Office Placement* by the application deadline.

**Application deadline: 30th November 2019**

**Interviews** will take place during the week commencing **09 December 2019**

**Placement Start Date:**

You will start mid January 2020

If you have any questions regarding this placement, please email the office on office@fabrica.org.uk

Thank you for your interest in Fabrica and we look forward to receiving your application.

**Other Opportunities at Fabrica**

If you are interested in gaining experience in another area of arts management, Fabrica also offers 3 months Volunteer Office Placements as well as year-long Student Placements throughout the year in Front of House Management, Financial Management, Audience Development and Marketing & Communications. Please email [office@fabrica.org.uk](mailto:office@fabrica.org.uk) for ongoing opportunities.

Fabrica also runs an exceptional year-round Volunteer Programme - [click here for more details](https://www.fabrica.org.uk/volunteering).