



Communications Officer sought for Highlights Rural Touring Scheme

Thanks to a recent funding award from the Foyle Foundation, Highlights is looking for someone to assist us in delivering our communications for the forthcoming year.

The Communications Officer will join our small team currently based in Appleby in Cumbria. They will work as part of a friendly busy small team, and there is scope for this post holder to work remotely on occasions.

This is an ideal opportunity for a talented and motivated individual to join a busy and developing arts organisation. The position will be offered as a 12 month contract based on 2 days per week. We are happy to consider flexible working patterns.

Background

Highlights works with community volunteers across Cumbria, County Durham and Northumberland to deliver a programme of high quality live theatre, music, dance, children's performances and contemporary craft exhibitions in some of the most rurally isolated areas in the country. We work with over 65 village hall venues and deliver over 140 professional live events.

The successful candidate will have a flair for words and images, and a desire to work within the creative industries.

Tasks

- To work with the Co-Directors to develop, implement and evaluate the Marketing, Press and PR strategies in accordance with the business plan and organisational needs.
- To work with the Co-Directors to develop the Highlights brand and broaden awareness across the area and nationwide.
- To develop an effective digital strategy and online presence, with particular focus on the development, roll-out and ongoing maintenance of the new website.
- To raise the profile of the organisation on social media, primarily Facebook and Twitter, and build the following on Instagram.
- Help to increase and develop audiences across the programme.
- To work with at least three primary schools across the area to create a Young Ambassador Scheme, in line with the Creative Engagement Officer.
- To assist producing the Highlights season brochure, to include copywriting, briefing and working with external designers.
- To represent the company as and when required.

Key attributes:

- At least 2+ years communications experience
- Excellent communicator
- Good writing skills, especially in a marketing context
- Competence and creativity in using social media
- Excellent organisational and administrative skills
- Strong time management and administrative skills
- Ability to be self-motivated and work unsupervised
- Ability to work as part of a team
- Excellent IT skills
- Willing to learn and enjoy new challenges
- Ability to work to deadlines.
- Creative thinker with enthusiasm for the arts
- Experience with working with volunteers

We may be able to offer training in some areas.

Salary (pro rata)

£19,171 - £20,344 (Equivalent to April 2019 SCP 6-9) depending on experience

It is hoped that the contract will be renewed at the end of the 12 months, subject to a satisfactory review and additional funding.

Please send an application letter, including the names of two referees, and CV to info@highlightsnorth.co.uk

Closing date for applications is 3 March. Interviews week commencing 18 March. Start date to be agreed.

www.highlightsnorth.co.uk

T: 017683 53954 info@highlightsnorth.co.uk

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