

## Company Administrator/ Marketing Assistant

### Company Background:

Wyldwood Arts are producers and practitioners of work in communities. We create theatre, dance, films and visual art performances and participatory projects that capture life themes in a unique and person centered way. Since we began operating in 2014, we have delivered nearly 200 sessions for around 300 beneficiaries and an audience of over 800.

Wyldwood Arts is a peripatetic organisation. This allows us to be flexible with our work to meet the needs of people from a wide range of communities. Our work spans four counties - Bristol, North Somerset, Herefordshire and Gloucestershire. We work with cross sector partners from the arts, education, voluntary groups and the care sector. Our funding streams are a mixture of commissions, earned income and charitable trusts. This allows us to be flexible with our approach to work and encourages a more sustainable model of operating.

In 2015, we curated and produced the Festival of Ages for Alliance Homes - an intergenerational project in North Somerset. In 2016, Alliance Homes commissioned a further project - digital inclusion project, Switched On, using the arts to engage older people in media platforms. We are currently continuing to run this project in North Somerset. Also in 2015, to address the issues of rural isolation in Gloucestershire, we established a youth theatre in the Forest of Dean. Sessions run weekly during term time in the village of Lydbrook.

We produced Doing Things Differently in partnership with Bristol City Council and Diverse City in September 2016, bringing over 4000 to Castle Park and other Bristol venues to address equality in the arts. In 2016, we were finalists in the Creative Arts category in the 3<sup>rd</sup> sector Awards for our Chat Back programme at Monica Wills House in Bedminster, Bristol.

From January – April 2017, we worked with the Hereford River Carnival Committee to develop their community engagement programme, engaging vulnerable young people to ensure their participation at the River Carnival in April 2017, establishing local Carnival Clubs. Reaching over one hundred people across the city during the clubs, we also led the procession on Carnival Day!

In May 2017, we produced an intergenerational festival for St Monica Trust at their Sandford Station community village in North Somerset. Curating a series of creative intergenerational workshops that culminated in a celebration of various art forms including a visual arts exhibition, dance, drumming and theatre.

Thanks to Arts Council funding, we created our first professional performance piece using an intergenerational model in the Forest of Dean. Passing the Baton toured 12 venues to an audience of nearly 650 during summer 2017.

We also worked with Bristol based artists Open Attic in 2017, to programme a series of performances and workshops in care homes. We believe everyone's story should have the opportunity to be heard. By taking stories and workshops to older adults with a creative team, we are reinforcing a sense of value and self worth.

During 2017, we were fortunate enough to have 5 student placements from University of Bristol. We are due to have two more cohorts for 2018.

Email: [hello@wyldwoodarts.co.uk](mailto:hello@wyldwoodarts.co.uk) Website: [www.wyldwoodarts.co.uk](http://www.wyldwoodarts.co.uk)  
Registered address: Walnut Tree Cottage, Lydbrook, Gloucestershire, GL17 9SW  
Twitter: @wyldwoodarts

Wyldwood Arts is a registered company in England and Wales. Company number 09357202

## The role of Company Administrator/ Marketing Assistant:

This is an exciting time for Wyldwood as we move into 2018. We have funding from Children in Need in Herefordshire, commissions from St Monica Trust in Bristol and BANES and a partnership with Wye Valley River Festival in the Forest of Dean. We are producing the House of Sound + Mirrors Experience with artist Rob Olins at Heart of the Forest School and a one woman show called 'May' with performer and writer Phoebe Kemp.

### **Purpose of the Role:**

We are looking for someone who has the energy, enthusiasm and commitment to support the continued development of the organisation across all aspects of our work, with a focus on marketing and administration.

### Administration:

- Provide administrative support across the range of Wyldwood's projects.
- Support with the development of robust administrative systems for monitoring and evaluation.
- Oversee the use and effectiveness of company systems and identify needs.
- Manage staff meetings + assemble minutes.
- Collate internal documents and evaluations for reporting purposes.
- Maintain participation and audience figures for reporting purposes.
- Support with the recruitment of freelance staff for new projects.
- Ensure all new project freelance staff have relevant Health and Safety documents.
- Liaise with all staff to maintain and develop a company database.
- Support the Creative Producer with the development and regular updating of Policies and Procedures, ensuring we are inline with current legislation.

### Marketing:

- Write copy for external and internal communications, ensuring all communications for the organisation are as vibrant, coherent and as professional as possible.
- Ensure all communications represent our values, ethos and culture for working.
- Implement our social media strategy across various platforms which represent our current and past projects.
- Liaise with our Photographer + Film-maker to ensure projects are well documented, promoted and shared with our networks.
- Increase our online supporters and followers through effective social media.
- Maintain the company website with relevant news updates, blogs, films + photography.
- Implement and manage the blog page on a monthly basis.
- Contribute to social media channels – updating + posting regularly to maintain a positive presence.
- Coordinate a quarterly e-news bulletin.
- Coordinate and write press releases and liaise with press where appropriate.
- Liaise with designers and printers to create marketing collateral for new projects and events.

Email: [hello@wyldwoodarts.co.uk](mailto:hello@wyldwoodarts.co.uk) Website: [www.wyldwoodarts.co.uk](http://www.wyldwoodarts.co.uk)

Registered address: Walnut Tree Cottage, Lydbrook, Gloucestershire, GL17 9SW

Twitter: @wyldwoodarts

Wyldwood Arts is a registered company in England and Wales. Company number 09357202

**General:**

- Attend meetings where necessary on behalf of the Wyldwood Arts team
- Attend events and projects to ensure a good understanding of the work, its impact and our outcomes
- Carry out any other reasonable duties that may be requested from time to time

## Person Specification and Experience:

**Essential:**

- At least two year's experience in an arts administration and/or communication role
- A demonstrable commitment + desire to support the delivery of high quality engagement experiences with, and for, the community
- Proven experience of engaging a wide range of audiences through various means
- Positive, friendly + approachable manner with the ability to connect with people
- Comfortable making decisions and using initiative when working
- Excellent time keeping, organisational + project management skills
- Boundless enthusiasm, with an ability to inspire and motivate others
- Knowledge of online marketing with the ability to work across a variety of social media platforms
- Knowledge of Content Management Systems
- Confident + creative copy writing ability
- An understanding of press + PR
- Self motivated and able to manage own work load
- Driving license with access to a car, or the ability to travel across the region
- Reliable, punctual and well organized
- Ability and desire to work flexibly

**Desirable:**

- Experience in the development of marketing + communication strategies
- Experience of running and delivering events
- Experience of facilitating community arts projects and leading groups
- Experience of working with schools/education partners and/or care providers
- An understanding and funding and reporting across a range of income streams
- Networking and advocacy experience

## Details:

**Reports to:**

The role will report to the Creative Producer and will work closely with the Associate Producer and other project facilitators.

**Hours + Pay:**

The role is a fixed contract that will run from 8<sup>th</sup> January 2018 – 31<sup>st</sup> July 2018. The start date can be negotiated for the right candidate.

The fee for the contract is £3,938.00 based on 12.5 hours per week. This is £562.50 per month, equivalent to £24,357 pro rata. This will be paid monthly upon receipt of an invoice.

The Company Administrator is responsible for their own tax and National Insurance contributions. Expenses will be covered additionally, as agreed in advance with the Creative Producer.

As this role is offered on a freelance only basis, it is not eligible for Holiday Pay.

**Other:**

This role is a home-based role with attendance at various locations for projects, events + meetings.

This role may require weekend and evening commitment to deliver the role. The successful candidate will be subject to an enhanced Disclosure check.

Wyldwood Arts runs projects across Bristol, North Somerset, Hereford and the Forest of Dean in Gloucestershire and therefore the ability to travel is essential.

Wyldwood Arts is committed to flexible and inclusive working practices.

**How to apply:**

Send a CV and covering letter outlining why you would like the role and how you meet the Person Specification, evidencing your experience and capabilities.

Send your application to [hello@wyldwoodarts.co.uk](mailto:hello@wyldwoodarts.co.uk) by **Tuesday 5<sup>th</sup> December 2017, 3pm.**

**Interview date:** Thursday 7<sup>th</sup> December

**Venue:** TBC

Unfortunately, we can only interview on the above date.

**Feedback:** If you do not hear from us, please presume you haven't been successful. Unfortunately, as we are only a small team we are unable to respond to each applicant.

For more information on this role contact Rachel Adams, Creative Producer on 07877 581 740 or [rachel@wyldwoodarts.co.uk](mailto:rachel@wyldwoodarts.co.uk)

More information on our work, including films can be found on the website [www.wyldwoodarts.co.uk](http://www.wyldwoodarts.co.uk)

Wyldwood Arts November 2017