



**Marketing Admin Assistant
Bristol Pride**

Pride day 11th July

Pride 26th June - 11th July

We have an exciting opportunity to join the Bristol Pride team as a Marketing and Office Administrator. Bristol Pride is one of the largest Pride events in the UK and one of the highlights of the Bristol events calendar and we're looking to recruit a proactive and creative person who is also organised and has great attention to detail to support this growing festival.

Working alongside and supporting the Festival Director and Creative Director you'll play a vital role in supporting the festivals day to day running as well as using your creative flair to create engaging content to reach our audiences. You'll be managing the festivals social media platforms and maintain our website as well as supporting the day to day admin of the festival including financial and general administrative duties. This role as scope to develop and expand to suit your experience and passion, whilst still delivering the core duties.

Offered initially as 2 days (15 hours) per week. Salary £19,500 pro rata.

Key Responsibilities

- Manage the festival social media accounts (Facebook, Twitter, Instagram)
- Responding to media queries as appropriate including providing images for print.
- Sourcing and editing images for online use
- To update and maintain the festival website including content generation and webforms
- Creation of press releases
- Create the monthly online newsletter
- Assist the team and office in producing marketing materials
- Copy writing for the festival guide
- Proof Reading the festival guide
- Live content creation on Pride Day during the festival
- Coordinating community stall arrivals on Pride Day at the festival
- Create invoices and follow up, including chasing outstanding payments
- Managing the festival email inbox and responding to queries as appropriate
- Data capture and input
- Create and send festival artist arrival documentation
- Compiling documents, data or photography for reports
- General office administration including, but not restricted to: answering queries by phone or email, sourcing meeting rooms and office space, document scanning and maintaining the office cloud filing system.
- Opportunities to be involved in event planning and delivery

Skills and Experience

- Highly proficient in all Microsoft programmes including MS Word, PowerPoint, Excel and Outlook
- Experience in managing social media channels in a professional capacity
- Excellent written communication skills
- Excellent numeracy skills
- Attention to detail
- Experience in using WordPress
- Creative flair for writing
- Ability to source and create engaging content and images
- Ability to work flexibly as part of a team
- Ability to work to deadlines

Desirable Skills

- Office administrative experience
- Experience in using Adobe Suite – in particular Photoshop and InDesign
- Experience in using financial management software i.e. XERO
- Experience of working with Dropbox
- Photography Skills

To Apply

To apply please send your CV with a covering letter outlining why you would like to apply for this role, your relevant skills and experience and the answers to the following questions:

- **Can you tell us more about your office administration experience and relevant skills**
- **Can you tell us about any experience you have in writing press releases or writing online content? (Include any links to examples online)**
- **Tell us about your experience, if any, of using online financial management tools and invoicing**
- **Please outline your social media management experience**

Please note that due to the volume of applications we will be unable to review any CV's that are sent without a covering letter answering the above questions.