

ACME

Job Title:	Communications Manager
Salary:	£30,000, pro-rata. Permanent.
Days and hours of work:	Three days a week, 21 hours per week. Days to be agreed.
Line managed by:	Head of Projects and Communications
Place of work:	Acme, 44 Copperfield Road, Bow, London, E3 4RR
Annual leave:	28 days per annum full-time pro rata

Acme is a London-based charity providing affordable studio space, housing and residencies and awards for fine artists. Our charitable objective is to relieve the financial hardship artists face and, through this provision, to make a vital contribution to the development of art and artists' careers.

In 2018, Acme will support over 700 artist tenants with affordable studios across 16 buildings in Greater London. In addition to this provision we work with a variety of partners to annually provide over 60 residencies and awards opportunities for early and mid-career artists; helping to advance the arts through direct support at the point of artistic production.

We are seeking a skilled communications professional to join our team as Communications Manager.

Initially reporting to the Head of Projects & Communications - who is transitioning from communications to a property development role, the Communications Manager will work collaboratively across the whole organisation to support the timely and effective delivery of cyclical and ad-hoc communications projects, as well as identifying future communications opportunities across the organisation.

The Communications Manager will have a track record of delivering integrated communications campaigns. They will need to have extensive experience of planning and managing multiple projects and work with others in the organisation to build strong relationships with internal and external stakeholders.

The successful candidate will be equally comfortable working closely with others and initiating their own work. They will be a proactive team player with excellent writing skills, experience of maintaining and managing stakeholder databases and website content. The role involves daily functional tasks and engaging across different channels from press releases to digital content.

Liaising across the entire organisation, the Communications Manager will be responsible for:

1) Maintenance of effective and regular communications systems (40% of time)

- Regular updating and maintaining Acme database, including receiving updates from Acme staff (eg. cards with comments or emailed update requests) and proactively developing key areas of the database.
- Regular updating and managing Acme website content.
- Updating and managing Acme's image bank ensuring images have appropriate clearance.

2) Ensuring effective and appropriate communications activity across the organisation (40% of time)

- Gathers and creates content for e-bulletins, quarterly Residency & Awards updates and website updates. This could also extend to short Q&A spotlight or artist interviews, Vox Pop digital video or managing artist communications engagement (artist led interviews / social media takeover / digital projects).
- Contributes to the preparation, production and distribution of all publicity material including Annual Report and promotional brochures - writing, editing liaising with staff members and proofing all copy.
- Liaises with key staff, artists and award holders to create and collate event invitations and press releases. Contributes to narrative for funding applications, reports and other documents as appropriate.
- Under direction from and in liaison with senior staff, contribute to the development and management of property, funder and artist stakeholder relationships.

3) Undertaking ad-hoc communications responsibilities (10% of time)

- Represents Acme at public events such as gallery openings, talks, workshops and presentations.
- Social media – Google alerts and monitoring, writes and monitors Twitter feed.
- Commissioning new photographs where required.
- PR & Ad-hoc projects (promotional films etc.): specific content / stories for wider third party channel communication and promotion.

4) Contributing to a positive working environment (10% of time)

- Is a gatekeeper – encourages and holds Acme departments accountable for feeding into Acme's communications, where appropriate.
- Shares equal responsibility with other staff members for contributing to office culture: staff meetings, answering telephones and greeting visitors.
- Additional ad-hoc requirements in line with the role

Application

In order to be considered, please email your CV, covering letter and completed equal opportunities form to Jack Fortescue, Head of Projects and Communications – jack@acme.org.uk

We recommend that you provide all documents in Word or PDF format. Your covering letter should detail the following:

- Your interest in applying for this post
- How your skills/knowledge/experience meet the requirements of the person specification, citing examples of previous projects
- Confirmation that you currently have the right to work in the UK

The closing date for applications is 12 noon Friday 25 May 2018. Interviews will be held Friday 8 June 2018.

Person Specification

Below is a list of the key knowledge, skills and experience required for this role. Please include details in your cover letter about how you meet these requirements.

	Essential	Desirable
Education		Educated to Degree Level
Knowledge	Knowledge of the core components of communications campaigns, how to ensure and evaluate their success. Working knowledge of the principals of image copyright and data protection.	Understanding of the visual arts sector. Understanding of the building and development sector. Understanding of the needs of contemporary working artists.
Skills	Excellent Project Management and organisational skills and an ability to work effectively and mindfully across teams of internal and external stakeholders to deliver shared objectives. Excellent writing, editing and proofing skills, with an eye for detail and accuracy. Ability to creatively distil complex	Documentation Experience – photography, filming or audio recording. Proficiency in Microsoft Word, PowerPoint & Access (our database), Adobe Acrobat and Photoshop. Experience of website CMS, e-bulletin mailing systems (MailChimp) and form building

	<p>topics into engaging content.</p> <p>Confidence working with computers; knowledge of Microsoft office packages and databases.</p> <p>Excellent people skills and a collaborative working style.</p>	<p>software (SurveyMonkey, Cognito).</p>
Experience	<p>Experience coordinating the delivery of cross-organisational projects with multiple stakeholders.</p> <p>Experience of planning and delivering communications campaigns.</p> <p>Experience of writing and collating compelling content that works across a variety of channels.</p> <p>Experience of working with the media at a national and regional level.</p>	<p>Experience of working in the arts.</p> <p>Experience of working in for a not for profit organisation.</p> <p>Experience of working directly with artists to develop or promote content.</p> <p>Experience of working with specialist or sector-specific media.</p>