

Spike Island

JOB DESCRIPTION

COMMUNICATIONS ASSISTANT

KEY OBJECTIVES

To support the delivery of Spike Island's digital communications and marketing.

RESPONSIBLE TO/FOR

The Communications Assistant is responsible to the Communications Manager.

AREAS OF WORK

- Digital Communications
Work closely with Spike Island's Communications Manager to develop and deliver on key areas of our audience engagement strategies, including:
 - Prepare engaging e-campaigns and monitor engagement.
 - Update our Wordpress website with copy and resources, including images and assets with image descriptions and alt texts.
 - Plan and deliver engaging and accessible content, be responsive to our online audiences, and analyse engagement metrics.
 - Collaborate with the Communications and Programme team to plan and prepare inspiring social media content to expand on our artistic programmes, across Instagram, YouTube, Vimeo and Soundcloud and others.
 - Archive social media engagement and press coverage to support future project evaluations.
 - Work with the Communications Manager to increase the accessibility of our digital communications through research and implementation of updates, ensuring our communications are inclusive and accessible to all.
- Operate in accordance with the organisation's employment, health and safety and equal opportunities policy, and all other legal requirements, organisational practices, policies and procedures
- Collaborate across teams and carry out any other duties commensurate with the job role.