

# Social Media and Marketing Coordinator



**We're looking for a Social Media and Marketing Coordinator**

**Fixed 4-week (June 2023) freelance role with possible extension or future opportunities**

**Fixed Fee of £500 for an average of 10 hours a week**

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## JOB DESCRIPTION

- Create a friendly and recognizable social media tone in line with our branding
- Create social media content for Instagram, Twitter, Facebook
- By end of June 23, aim to, and build strategies to:
  - Double the social media following on Instagram
  - Increase our Twitter following to 500 followers
- Potentially create and run a Tik Tok for our brand
- Create social media plans and campaigns in line with the company's current projects and aims
- Post regularly (including scheduled posts) on Instagram and Twitter:
  - No less than an average of 3 posts per week on Instagram, plus stories
  - No less than an average of 7 posts per week on Twitter
- Contribute to marketing ideas and plans
- Prepare social media content for 3 months (June - Aug)

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## PERSON SPECIFICATION

- Experience in social media advertising and marketing
- Have knowledge/experience of the performing arts industry
- Has an interest in the performing arts industry
- Is organised and great at sticking to timelines
- Creative with images/designs, as well as music choices

## TIME COMMITMENT (Approximately)

5th June - 3rd July 2023

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## HOW TO APPLY

To be considered, please send us:

1. A brief cover letter (1 side of A4 max) or video (maximum 3 minutes long) to tell us a little about your past experience and what you feel you could bring to the project and team. Please do your research and have a quick look at our website / current social media, and information about our current projects below.
2. Your CV of no more than 2 sides of A4
3. If you have references or a portfolio please send them over

**DEADLINE: 10 AM, Monday 8th May 2023**

Please feel free to contact us at [producer@inproductions.org](mailto:producer@inproductions.org) with any questions you may have.

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## ABOUT IN PRODUCTIONS

We are a female-led theatre and film company. Our aims are to create and encourage international, interdisciplinary and inclusive work all across the world!

Current projects that you would be working on include:

1. Launching our new brand design
2. Announcing our partnership with the Marylebone theatre
3. Celebrating our work so far (3 years). For example: In Nov 22 we hosted an International concert at The Other Palace. We have footage of this and we would like to use some of it to promote our company.
4. Ongoing company expansion/marketing.

**For more information about us please have a look at our Website:**

**<https://www.inproductions.org>**