

Social Media & Marketing Assistant



We're looking for a Social Media and Marketing Assistant

Fixed 2-month (until the end of Feb 2023) freelance role with possible extension

Fixed Fee of £750 to be paid in 2 instalments

JOB DESCRIPTION

- Create a friendly and recognizable social media tone in line with our branding
- Create social media content for Instagram, Twitter and Facebook
- By end of Feb 2023, aim to, and build strategies to increase our social media following
- 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 5 posts per week on Instagram, plus stories
 - No less than an average of 10 posts per week on Twitter
- Contribute to marketing ideas and plans

PERSON SPECIFICATION

- Has some knowledge of the theatre and film-making world
- Has worked in the performing arts
- Loves Theatre
- Is organised and great at sticking to timelines
- Creative with images/designs, as well as music choices
- A keen interest in marketing and social media
- Ideally some experience in marketing crowd funders

TIME COMMITMENT (Approximately)

- 10 hours in W/C 2nd Jan
 - 5 hours in W/C 9th Jan
 - 5 hours in W/C 16th Jan
 - 5 hours in W/C 23rd Jan
 - 5 hours in W/C 30th Jan
 - 5 hours in W/C 6th Feb
 - 10 hours in W/C 13th Feb
 - 10 hours in W/C 20th Feb
 - 5 hours in W/C 27th Feb
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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, Thursday 29th December 2022

Please feel free to contact us at inproductionsinternation@gmail.com with any questions you may have.

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. The crowd funder for our new musical collaboration (main focus in December and January):
<https://www.kickstarter.com/projects/inproductions/4-women>
2. A new brand launch/logo – Hopefully in line with the beginning of 2023
3. New musical workshop, scheduled for the end of Feb 2023
4. Announcing our partnership with the Marylebone theatre
5. Ongoing company expansion/marketing. For example: In Nov 22 we hosted an International concert at The Other Palace. We have just received footage of this and we would like to use some of it to promote our company.

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

<https://www.inproductions.org>