



# Digital Marketing & Communications Assistant

## JOB DESCRIPTION

### OUR MISSION, VISION AND VALUES

We see ourselves as being so much more than a theatre, we are a place of possibility where the spark of imagination can set off a journey of curiosity, wonder and discovery.

First and foremost, of course we are here to ensure you always enjoy a great night out with that extra special Civic welcome. Our place is your place; together we make the Civic come alive.

**Vision** A place of possibility, opportunity and transformation, where all people are inspired and nurtured to play a creative and civic role in our world.

**Mission** To enrich the lives of all of the people in South Dublin County and beyond, by crafting and staging a range of shared cultural experiences that invite and provoke a meaningful journey of transformation.

### THE ROLE

The Civic is a busy, popular theatre with great plans for the future and we are seeking a talented and motivated new team member to help drive our ambitions.

The Digital Marketing & Communications Assistant will work in close collaboration with the Marketing, Engagement and Audience Manager to co-ordinate and implement the execution of clear and impactful marketing campaigns across a varied programme of events and projects.

#### **Marketing**

- To work with the marketing manager to creatively market and sell the theatre's varied programme and activities at a local and national level, developing and delivering various campaigns throughout each season.

- To manage the collection of event information from visiting production companies and collaborate in the setting up of events for sale.
- To liaise with visiting production companies in relation to marketing activities, from initial event set-up through to event delivery.
- To maintain and ensure best implementation of The Civic's branding strategy is observed across all internal and external platforms.
- To manage the smooth and effective coordination of our seasonal brochure to various outlets in a timely manner.
- To prepare and deliver regular, effective communication to the Civic customer base, working internally with box office staff to ensure accurate and effective mailings.
- To co-ordinate print, broadcast, digital display and online advertising and keep Civic theatre listings updated on external listings (web and print).

## **Digital Marketing**

- To co-manage and monitor the Civic Theatre's website, updating it with correct show information and testing functionality as required.
- To co-manage Civic social media and create compelling content for various online social media channels, in conjunction with the website, blog, email campaigns, YouTube etc.
- Manage in-house and external digital displays, designing original content and ensuring high production standards and timeliness are observed across all locations and platforms.
- To monitor analytics tools to track and gauge performance, conversion and optimization of the website and social media channels (desirable)
- To manage the blog on the Civic Theatre website to drive traffic and increase interest awareness in artists and productions.
- To design and circulate emails to promote upcoming events, to thank exit audiences and monitor responses.
- To prepare and manage audiences lists for effective segmentation of our database.

## **Print & Design**

- To act as graphic design lead on major annual in-house productions, digital campaigns and landmark events in the venues calendar.
- Design and deliver printed marketing materials including external print advertisements, leaflets, pull-ups, bunting, invitations, newsletters, or direct mail letters for the Civic Theatre.

- To collaborate with external designers to ensure high levels of design and print quality for the theatre to deadline, copyrighting, selecting photographs, negotiating with printers etc, stepping into a collaborative design role where necessary.

## **General**

- To be present at Civic Theatre performances, events and meetings as necessary, collaborating to deliver events and programmes as part of a team of core staff.
- To deputise for the Marketing & Audience Development Manager as required.
- Any other duties as required by the Marketing & Audience Development Manager.

## ***Desired Skills:***

**The ideal candidate will ideally have the following skills and experience:**

- A flexible approach to work and be capable of handling multiple priorities in a fast-paced environment
- Be proactive and assertive reacting to key business requirements in a timely manner
- Excellent communication skills both written and verbal
- Knowledge of trends in social media and familiarity with the use of different platforms
- Creative and independent thinker, with an aptitude for coming up with fresh and innovative ideas, and developing and evolving ideas already in place
- Teamplayer
- Excellent graphic design skills with Experience in Adobe Creative Suite/ In-Design (or alternative) an advantage
- Good photography/videography/ editing skills
- Flexibility in working hours where necessary
- Attention to detail
- Ability to use own initiative
- Knowledge of the Arts/ Theatre Landscape in Ireland

***This job description is expected to evolve during the course of any appointment.***

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## ***Employment Terms***

Full time: 40 hours p/week which include a 60 minute lunch break each day

Working hours/days: Generally 5 days per week (some evening & weekend work where necessary).

Salary: €28- €30k depending on experience

Probationary Period: 6 months

Leave: 20 days + 10 statutory and bank holidays

Reports to: Marketing & Audience Development Manager

Place of work: The Civic Theatre, Parthalán Place, Tallaght, D24NWN7  
Some Hybrid arrangement on request (up to a maximum of 20% of the working week)

Application Completed applications should be sent to **info@civictheatre.ie** with the subject line: **'Marketing Assistant Position 2025'**.

Queries can also be addressed to this email.

Please include your CV and a succinct cover letter, outlining why you think you are suitable for this role.

Closing date for applications is 5pm on Friday 10th Jan, 2025.

The Civic Theatre is an equal opportunities employer. All Applicants must comply with Garda Vetting requirements.