Asian Arts Agency
JOB DESCRIPTION

Position:	**Marketing and Events Assistant**
Contract type:	**4 days a week**
Contract length:	**Six months**
Hours:	**30 hours per week**

About Asian Arts Agency

Asian Arts Agency based in Bristol (www.asianartsagency.co.uk) is a dynamic arts development agency that develops, promotes and supports international contemporary and traditional South Asian arts in the South West and nationally. Its vision is to mainstream high quality South Asian Art.

As one of the UK's premier Asian Arts development agencies, the organisation develops, commissions, and produces a range of arts and music events. This includes events and tours, international work, programing for festivals, digital exhibitions, artist development, and education and participation activities. The Agency works with audiences from wider communities and all age groups at community and mainstream venues and festivals. Asian Arts Agency has built a national and international reputation for its dynamic work.

With modern offices based in Queen Square Bristol and a short walk from Bristol City Centre, our work is busy but fun and rewarding.

Marketing and Events Assistant Role

The role will support the delivery of Asian Arts Agency's artistic programme, particularly with the production and marketing of our projects. Tasks will include:

- Assisting in social media activity, PR, copywriting, and content creation including press releases and updating the website
- Support in the collection and analysis of audience data
- Updating and archiving databases
- Photography at events
- Assistance in coordinating events and tours and event evaluation
- Issuing out materials to venues, including artists packs and tech specs
- Input into working within budget
- Liaising with artists and venues

Person Specification

Essential:

- An enthusiastic and collaborative attitude
- An interest in working in South Asian arts
- An interest in developing skills in marketing and PR
- An interest in developing skills in events and project coordination
- Good IT skills including Excel spreadsheets
- An ability to work independently and to use own initiative
- Good time management skills
- Good written and spoken English language communication skills
- Willingness to work on some evenings and weekends

Desirable

- Knowledge of music scene in Bristol and beyond
- Own car and full driving license
- Interest and knowledge of contemporary South Asian Arts and Music

Where and when to send your application

The deadline for applications by email or hard copy is **Sunday 20th March at 5pm.**

To apply, please send a completed application form by email to sabrina@asianartsagency.co.uk or by post to the following address:

Sabrina Shirazi
Asian Arts Agency
Royal Oak House
Royal Oak Avenue
Queen Square
Bristol BS1 4GB

Please put EVENTS AND MARKETING ASSISTANT as the subject for emails.

You are responsible for ensuring that your application reaches us on time and for following up to confirm that we have received your application.

Short-listed candidates will be contacted by **Wednesday 23rd March** to be invited to an interview. Interviews for the post will be held at our office.

Applicants must be able to start before 31st March

Unfortunately we won't be able to contact applicants not short-listed for interviews.

Important - please note This paid internship has been created as part of the Creative Employment Programme. The Creative Employment

Programme is an Arts Council England fund to support the creation of traineeships, formal apprenticeship and paid internship opportunities in England for unemployed young people wishing to pursue a career in the arts and cultural sector. You can find out more at: http://creative-employment.co.uk/the-creative-employment-programme

There are certain criteria you must meet in order to be eligible to apply for a Creative Employment Programme funded internship. At the time of applying you must be aged 18 to 24 years old and you must be registered as unemployed with Jobcentre Plus. These eligibility criteria have been approved by the Department of Work and Pensions.

If you wish to apply for this position please contact your local Jobcentreplus office and quote reference number ---------

Asian Arts Agency is an equal opportunities employer, who is actively seeking to employ people currently under-represented in the creative and cultural sector.