

# PHOENIX

## ART SPACE



## Marketing & Communications Coordinator Recruitment Pack 2025

### Key information for the Marketing & Communications Coordinator Role

Deadline to apply: Friday 5 September, 5 pm

Interviews: Tuesday 16 September

Start date: October 2025

2 days / 14 hours per week

**Pro Rata £10,560** (£26,400 Full Time Equivalent)

## About Phoenix Art Space

Phoenix Art Space is a dynamic, inclusive arts organisation located in the centre of Brighton and established as a charity in 1995. Our mission is to support a diverse range of artists' practice, providing affordable studio space, and to be a centre for artistic activity, bringing together professional artists and the public in a setting that encourages creativity, collaboration, and exchange.

We are a place to create, learn, and discuss contemporary art, rooted in our local community and with an international perspective. Our 100+ artists' studios, three public galleries and free exhibitions provide creative opportunities throughout the year.

Alongside our exhibition programme, we produce a range of regular community events which are open to everyone. These include talks and presentations from artists and arts organisations, family fun days, short courses, one-day events and drop-in workshops.

Our **Vision, Mission and Values** can be found [here](#).

Phoenix is overseen by the Board of Trustees. The Executive and Artistic Director reports to the Board and line manages the management team. The team consists of the following positions: Studios Manager, Buildings Manager, Curator, Learning and Community Engagement Manager, Marketing & Communications Coordinator, Venue and Events Supervisor, Finance Manager, Maintenance Officer and Accountant. We also work with a team of Front of House support staff and freelancers in delivering our various programmes.

We welcome applications from individuals with the experience, commitment, qualities, and attributes to contribute to the team at Phoenix.

Phoenix is an equal opportunity employer and welcomes applications from all members of the community, especially those who are currently under-represented within cultural organisations (including people from Black, Asian and ethnically diverse backgrounds and people who identify as coming from marginalised communities). Our Board and team are predominantly white, cisgender and non-disabled. We are aware that there are barriers to joining cultural organisations. We will have a greater impact when our charity reflects the city in which we work, and we fully welcome applications from those who will bring a different voice to the team.

As part of our commitment to being a Disability Confident employer, all disabled applicants who meet the minimum criteria for this vacancy will be offered an interview under our guaranteed interview scheme.

This document describes the **Marketing & Communications Coordinator's** key responsibilities, and guidelines on how to apply.

<b>Job title:</b>	<b>Marketing &amp; Communications Coordinator</b>
<b>Reporting to:</b>	<b>Learning &amp; Community Engagement Manager</b>
<b>Responsible for:</b>	<b>This post has no line management responsibilities</b>
<b>Contract:</b>	Permanent contract, subject to a 6-month probationary period
<b>Probation:</b>	This role is subject to a 6-month probationary period, during which performance and suitability for the role will be reviewed.
<b>Hours:</b>	<b>14 hours per week, open to working flexibly within office hours, 9am to 5pm weekdays (occasional evening and weekend work required).</b> This position may require occasional work outside of the regular schedule. In such cases, employees will be eligible for Time Off in Lieu (TOIL)
<b>Salary:</b>	<b>£10,560 per annum (£26,400 FTE)</b>
<b>Start Date:</b>	<b>October 2025</b>
<b>Place of work:</b>	Phoenix Art Space, 10 – 14 Waterloo Place, Brighton, BN2 9NB

## **Purpose of the job**

We are seeking a motivated and detail-oriented individual to lead the marketing and promotion of Phoenix and its wide-ranging activities. The successful candidate will demonstrate a strong interest in arts and culture marketing, a keen eye for aesthetics, and the ability to manage competing priorities within tight deadlines.

This role requires excellent content creation skills and the ability to manage multiple digital and offline communication channels. The ideal candidate will be digitally fluent, with a clear understanding of audience engagement strategies. Familiarity with current DDA (Disability Discrimination Act) and GDPR (General Data Protection Regulation) requirements is essential.

The postholder will play a key role in developing and delivering marketing plans and digital strategies aimed at growing and diversifying our audiences. They will work collaboratively across all departments to ensure the effective promotion of our programmes and initiatives.

This is an exciting opportunity to join a dynamic and creative team, working on a varied portfolio of projects. It is particularly well-suited to someone seeking to further their career in marketing and communications within the visual arts sector.

## **Key Responsibilities**

We are seeking someone who has the skills, experience, and interest to carry out the following areas of our work:

### **External Communications**

- Proactively run marketing campaigns for Phoenix Art Space activities.
- Build social media campaigns and create content for all Phoenix Art Space events and news.
- Review and update the website regularly with news, events, and timely content using WordPress.
- Liaise with external web developers and designers (print and digital).
- Create print media in-house or work with an external designer.
- Manage and develop a bank of imagery for use across all channels.
- Manage local and regional listings and engage with relevant stakeholders.
- Manage the distribution of publicity material.
- Produce the monthly Phoenix Art Space online newsletter.
- Implement SEO best practices to improve website visibility and ranking in search engine results.
- Maintain an archive of press coverage on Phoenix Art Space.
- Manage and ensure that information online and on display inside and outside the building is current and correct.

### **Supporting the Team**

- Maintain a shared planner across all marketing and communications activity.
- Create marketing copy for digital and print media when requested.
- Compiling marketing statistics including website, social media and visitor feedback for reporting as necessary.
- Generate and assist with the production of press releases and other forms of publicity across all teams.
- Update the maintain mailing lists and databases, creating target groups when appropriate.

- Attend team meetings (Marketing, Programming, Finance, Open Studios).
- Provide quarterly board reports, and others as required.
- Staying up to date with regulatory changes regarding online use, including GDPR.

#### **Other**

- Work in accordance with Phoenix Art Space's policies.
- Work flexibly to accommodate Phoenix Art Space's programme (occasional evening and weekend working).
- Undertake any training necessary to enable you to do your job.
- Undertake such other duties and tasks as may fall within the scope of this post.
- Undertake any other reasonable duties as required.

### **Criteria for this post**

#### **Essential**

- Experienced in using digital media platforms and producing printed media.
- Computer literate in MS Office, Trello and design packages e.g. Adobe Photoshop, InDesign and Canva, and willing to learn new programmes, if required.
- Familiar with Mailchimp and other relevant marketing platforms.
- Experience of maintaining mailing lists and databases, and audience segmentation.
- Familiarity with current DDA (Disability Discrimination Act) and GDPR (General Data Protection Regulation) requirements.
- Excellent communication skills, both written and verbal.
- Flexible and collaborative, able to work in a busy office, and to support colleagues in the fulfilment of their tasks.
- Excellent ability to time-manage, prioritise, work independently, and escalate issues appropriately.
- Organised, accurate and attentive to detail.
- An interest in the arts, and knowledge of the Vision, Mission and Values of Phoenix Art Space (charity name The Phoenix Arts Association).

- A commitment to championing and supporting Phoenix Art Space to action equity, equality, diversity and inclusion, through public engagement.
- A commitment to sustainability and understanding of the climate change agenda.

### **Desirable**

- Up to date knowledge of AI in relation to marketing and communications.
- Experience of customer service in the arts, retail or hospitality.
- A commitment to good relationship building, and the ability to develop and maintain positive relationships with stakeholders.
- Skills in, and experience of, designing and implementing administrative systems.
- Self-motivated, enthusiastic with a proactive approach and ability to use own initiative.
- A willingness to learn new skills, undertake training and development in response to identified needs.

This job description is not exhaustive but is provided as a guide to the main duties of this post. It may be amended by the Executive Director, from time to time, in discussion with the post holder.

### **Application process**

Please submit an application by email to [info@phoenixbrighton.org](mailto:info@phoenixbrighton.org) no later than **Friday 5 September, 5pm, with the subject header – Marketing & Communications Coordinator.**

Late submissions cannot be considered. Please email your submission well in advance of the deadline to avoid potential technical issues and delays.

The application can be either a single-file PDF or up to 4 minutes of audio or video.

- Your CV (maximum 2 sides of A4, minimum text size 12pt)
- A covering letter (Maximum 2 sides of A4, minimum text size 12pt) **detailing your interest in this role and Phoenix Art Space, and how your skills, knowledge and experience meet the requirements of this role and the person specification.**
- Contact details of 2 referees and instructions on how to contact them should you be offered the post.

If submitting an audio or video file:

- Name, contact details and CV should be sent **separately** via email
- This should be no more than 4 minutes and only outline your **interest in this role and Phoenix Art Space, and how your skills, knowledge and experience meet the requirements of this role and the person specification.**

Applicants are also asked to complete an anonymous [Monitoring Survey](#) when submitting their application. This will help Phoenix Art Space to better understand the protected characteristics of those interested in our opportunities and how we can improve our application process to broaden the diversity of those we are working with.

We encourage applicants to let us know if they need any adjustments or support during the application process. Please contact Chloe Hoare, Learning & Community Engagement Manager, **before the deadline** at [chloe@phoenixbrighton.org](mailto:chloe@phoenixbrighton.org) or **01273 603700** to discuss further.

**DEADLINE: Friday 5 September, 5 pm**