



Link Up Arts (LUA) is the Disability Arts organisation for Salisbury and South Wiltshire. It is formed of a core group of disabled artists, and others who are involved or interested in Disability Arts. It is based at, and works closely with Salisbury Arts Centre to support disabled artists, create opportunities to share and show work, promote high quality Disability Arts to a wider audience and distribute information.

Job Description

Job Title	Link Up Arts Digital Marketing Officer (working remotely, with some attendance required in Salisbury / Dorset)
Responsible to	Link Up Arts committee
Status	Freelance
Fee	£1400, based on 16 hours per month @£12.50p/h (7 month contract June – December 2017)
Purpose of the job	Actively promote events and projects online for LinkUpArts

Tasks and responsibilities

- Being a contact point for LUA's publicity and dealing with any marketing and fundraising tasks
- Working remotely to complete tasks independently and attend relevant meetings with LUA committee and the Administrator and Audience Development Worker as required
- Liaison with the Administrator and Audience Development Worker to produce marketing campaigns

- Online promotion of LUA's regular events including Café LUA and Café LUA Extra.
- Updating Social Media and online presence, using distribution channels as a form of marketing. Creating advertising campaigns both through paid and non-paid for adverts.
- Website development: Maintaining the site and updating current events
- Newsletters: Writing and distributing the bi-monthly newsletter.
- Writing Press Releases and contacting Radio, Newspaper and Event listings.
- Assist in co-ordination of activities when required
- Input creative ideas towards fundraising as required

Person Specification

We are looking for someone who has

- An enthusiasm for and understanding of the arts
- Ability to work remotely and has the means to get to Wiltshire and Dorset as required
- A commitment to equality and an understanding of equal opportunities
- An understanding of or interest in learning about the working practices of disabled artists
- Excellent communication skills
- Self-motivation and excellent organisational skills
- Computer literacy and an understanding of Microsoft Word, Wordpress, Social Media, Dropbox/ Google Drive
- Experience of working with budgets

Notes

- You will be required to provide/ undergo a DBS check for this position

How to apply

To apply, please send a C.V and a covering letter outlining why you would be a suitable candidate for the role to Gini at admin@linkuparts.org.uk by **Friday 12th May, 5pm.**