

64 Million Artists - Communications and Community Coordinator - Job Description

Role: Communications and Community Coordinator

Company: 64 Million Artists

Location: Impact Hub, 27 Dingley Place, London EC1V 8BR

Reports to: Laura Saxton, Project Manager

Type: 3 months - Full Time

Start & Finish dates: Ideally November 2018 - February 2019

Salary: £22,000 (equivalent to this salary if you were employed for the whole year - per annum) or total sum of £6000 (paid in weekly or monthly installments)

Contact: laura@64millionartists.com

Closing date: Wednesday 3rd October 5pm

About Us

At 64 Million Artists we believe that everyone is creative, and that when we use our creativity we can make positive change in our lives and the world around us. We aim to be a catalyst for the creativity of everyone in the UK. We've worked across schools, universities, whole cities, workplaces, cultural institutions, health and with government to experiment with ways to get people back in touch with their innate creativity. We run programmes for individuals and communities, design and deliver bespoke solutions for clients and also work on national partnering initiatives to use creativity to make change.

The Role

We're looking for a new temporary member of staff to support the team during what is a busy time for the company, especially on our communications. We run the January Challenge – a 31 day programme where we send out a short creative challenge every day for people to Do, Think about and Share with others over social media and/or in person. Activities range from drawing a self-portrait and sharing your favourite dance move to going on a mini-adventure and writing a poem about Mondays. More than 7,500 people took part in 2018 and we're hoping to build on that for 2019. **We are currently advertising for 3 months but there may be an opportunity to stay on permanently depending on funding.**

Responsibilities:

- Maintain our social media accounts (Twitter, Facebook page and group and Instagram) including content creation, coordination and community management
- Act as an ambassador for 64 Million Artists, The January Challenge and our ethos, completing the daily challenges and encouraging others to do so too
- Promote the challenge and recruit participants via our channels and new platforms to reach different audiences
- Crowdfund creative challenges from the public
- Curate and schedule creative challenges over social media, email and our website
- Write and publish blog and email newsletter content
- Develop creative content for our dothinkshare.com platform
- Assist the team with small administration tasks

64 Million Artists - Communications and Community Coordinator - Job Description

- (Preferably) Design marketing and promotional materials and creative challenge templates

Why should I join the team?

- Develop communication and social media skills and engage with thousands of people online
- Gain experience in the community/ creative sector and an understanding of how a small social enterprise works
- Be involved in contributing ideas, expressing your creativity and having agency as part of a growing initiative
- Fulfill a rewarding role as part of a friendly and warm small team and wider Impact Hub coworking community
- Receive team and 1-2-1 support

What are we looking for?

Essential

- Someone who is engaged, proactive and takes initiative with an agile/flexible approach
- Experience in a communications role (doesn't need to be in an arts context) with social media skills on Twitter, Facebook, Instagram and Hootsuite
- Interpersonal and communication skills, specifically written English
- Accuracy and attention to detail
- Open team player who enjoys trying new things and working in a small team

Desirable

- Design skills such as Adobe Photoshop or Indesign
- Other social media platform skills beyond our current channels
- Facebook/ Instagram advertising experience
- An understanding of audience development practices

- We don't mind what level of formal education you have

We will provide a desk in Impact Hub Islington, 27 Dingley Place, London, EC1V 8BR. We tend to work 9.30am - 5.30pm weekdays in the office but like the idea of working in different spaces (such as cafes and libraries) to inspire new ideas and thoughts. We are open to discussing your working preferences. We try promote a healthy work-life balance.

Please fill in the application form below by following the link to apply - no CV required. The closing date is **Wednesday 3rd October 5pm** and interviews will be on **Monday 8th October**. Preferably you'd be able to start Monday 5th November and work until February but we can be flexible. If you have any questions please don't hesitate to contact Laura Saxton on laura@64millionartists.com. We look forward to hearing from you!

Link to application form: <https://goo.gl/forms/wCZmQEdx7TStBqIq2>