

# WIGMORE HALL

## **JOB DESCRIPTION**

Role:	Marketing Assistant
Salary:	£28,150
Contract Type:	Permanent, full-time
Responsible to:	Head of Development and Marketing
Benefits:	22 days' annual leave plus bank holidays Enrolment onto Company Pension Scheme (after 3 months) Access to private health insurance (after 6 months) Access to the Employee Assistance Programme
Application closing date:	9am on Friday 25 July 2025

## **JOB PURPOSE**

To provide assistance to the Marketing team.

## **MAIN DUTIES AND RESPONSIBILITIES**

### Administrative Support

- Monitor public-facing email inboxes and support the wider team with day-to-day departmental tasks.
- Check sales and campaign reports, support invoice processing, and liaise with other departments on cross-organisational projects.
- Coordinate Wigmore Hall's presence at annual Freshers Fairs, including liaising with casual staff and managing email sign-ups.
- Assist with the administration of Wigmore Hall's live-streamed concerts, including liaison with presenters and seeking permissions for copyright works.

### Campaign Support

- Maintain Wigmore Hall's presence across event listing websites, ensuring accurate and timely information for all concerts and activities.
- Support the Social Media Manager in creating engaging content, including research and copywriting for posts across all platforms.
- Assist in the development of short-form video content, contributing ideas and helping with filming and editing where appropriate.

### Digital and Data Tools

- Using the platform Wordfly to assist in the creation and scheduling of email campaigns for the Development and Learning teams.
- Support monitoring of Wigmore Hall's Google Ads charity grant, reviewing campaign performance and suggesting areas for optimisation.
- Gain familiarity with the Hall's CRM and analytics systems, helping to ensure accurate data and reporting.
- Assist with updating content and event pages on Wigmore Hall's website using the CMS system Wagtail and digital planner ArtsVision.

## **PERSON SPECIFICATION**

### **Essential**

- Excellent customer service and interpersonal skills.
- High level of accuracy and attention to detail.
- Proactive, positive and enthusiastic approach to work.
- Strong organisational skills and ability to manage time effectively.
- Able to meet deadlines and balance multiple priorities.
- Comfortable working both independently and as part of a small, collaborative team.

### **Desirable**

- An interest in classical music and Wigmore Hall's artistic programme
- Familiarity with social media platforms and digital content creation
- Experience using email marketing platforms, Google Ads, or CRM systems.

## **FURTHER DETAILS**

- Wigmore Hall's usual working hours are Monday – Friday, 10am – 6pm.
- Balance of hybrid working will be agreed with the successful candidate.