



Marketing and Events Assistant

January 2024

The Estorick Collection is looking for an enthusiastic individual to join its team as a Marketing and Events Assistant. This role offers an excellent opportunity for individuals with a keen interest in marketing and a passion for working in the arts.

The Museum

The Estorick Collection of Modern Italian Art opened in London in 1998. A Grade II listed Georgian town house, it was originally restored with support from the Heritage Lottery Fund. The museum includes a bookshop, café, six galleries and an art reference library. The Collection is known internationally for its core of Futurist works, as well as figurative art and sculpture dating from 1890 to the 1950s. The exhibition programme continues to address artists, movements and questions in ways that change our understanding of Italian art and culture.

Conditions of Work

Working Hours: Full Time (37.5 hours, Monday to Friday, 9.30am - 6pm)

Please note that some evening and weekend work will be required

Salary: £23,500

Holiday: 4 weeks as well as statutory bank holidays

To apply, please send your CV and a covering letter to the Director, Roberta Cremoncini at curator@estorickcollection.com by 18 February 2024.

We try to respond to applications but our resources are limited and it may not be possible to contact all unsuccessful candidates.



About the Role

Marketing and Events Assistant

Main Duties

- Working with the Marketing and Development Manager to organise all marketing materials for exhibitions and other museum events, arranging printed material, advertising and distribution
- Preparing press materials for distribution, liaising with the press office
- Composing email newsletters and updating the website
- Social media content creation, scheduling and user interaction
- Producing visual materials for marketing, social media, etc, in line with museum branding
- Supporting digital operations (website, online ticketing system, online shop, etc)
- Helping to coordinate out bulk mailings of leaflets from databases, organising leaflet and poster distribution by hand and post
- Assisting the Marketing and Development Manager with marketing administration
- Helping with organisation and logistics for museum events, both online and in-person, as well as supervising and assisting at events such as exhibition openings, evening lectures and private receptions
- Organising and collating visitor survey data
- Dealing with the archiving of press cuttings and all photographic material
- Dealing with general correspondence and enquiries
- Opening and closing the museum when required
- Providing administrative support for all museum activities and carrying out any other duties that may be required by the Director



Personal Specification

Essential

- Experience of working in marketing
- Excellent communications skills, both verbal and written
- Flexibility and willingness to work evenings when required and experience of working on events
- Knowledge of social media platforms and scheduling tools
- Experience of producing social media content, ideally in an art/museum context
- Attention to detail and experience in copyrighting and editing
- Strong IT skills including a good knowledge of the Adobe Suite (Photoshop, Illustrator, InDesign, Premiere Pro) and/or other graphic design tools
- Ability to take initiative and work independently as well as within a team
- An organised and flexible approach, willingness to get involved in all areas of the museum
- Commitment to promoting equality, diversity and inclusion in museums and making cultural organisations accessible to broad audiences

Desirable

- Knowledge of/interest in art and modern art history
- Experience of office work and administration
- Experience of email newsletters and databases

To find out more about this position please email curator@estorickcollection.com