

# Join our Team

## Digital Content Officer

Freelance contract - 6 months - immediate start

Ugly Duck is looking for a Digital Content Officer to join the team and provide support across all areas of marketing and communications, with a particular focus on social media. This role is responsible for digital content creation including creating SEO-optimised content across our platforms which include our website, Instagram and Eventbrite. The overall objective is to manage the Ugly Duck brand and raise awareness of our creative programme. You can work from our London Bridge office or remotely. Regular meetings in London Bridge are desirable, but we are looking for the right person for the role, irrespective of locality.

### Key Responsibilities

- Coordinate and implement content for our social media channels (organic and paid)
- Website updates (Wordpress)
- Graphic Design - creating assets, posters etc
- Content development
- Photo and Video editing
- Copywriting
- Email marketing and newsletters
- Analytics and reporting
- PR (local and sector press) and listings
- Third party networks and partnerships
- Organising the documenting of our programme via photography, videography and interviews.
- Expanding Ugly Ducks reach into new networks of artists and creative organisation.

### The key personal skills required for this role are:

- Strong administrative and organizational skills with an eye for detail.
- A good understanding of the various social media platforms (Facebook, Twitter, Instagram, YouTube) and their use in marketing, and an interest in new and upcoming social media trends
- Competent with Adobe Creative Suite (design, photo and video editing)
- Good knowledge of Office software (Word & Excel) and Google Suite tools (Docs, Sheets, Forms)
- An excellent team worker, with the confidence and initiative to work alone
- The ability to multitask and work flexibly to meet the varying needs of the organisation
- A proactive approach to tasks, with a desire to take initiative
- Excellent written and verbal communication skills, and able to communicate effectively with internal and external individuals, organisations and agencies
- A helpful, friendly person who is keen to support colleagues and stakeholders
- An interest in performing and visual arts, with a focus on supporting LGBTQ+ communities.

### Salary/Hours:

£15 per hour / 10 hrs per week

### Application Deadline:

10am, 5th February 2022

### Interviews:

10th February 2022

### To apply:

Send your portfolio & cover letter to [media@uglyduck.org.uk](mailto:media@uglyduck.org.uk)

**UGLY DUCK**

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