



Ugly Duck Spaces
47/49 Tanner Street. London SE1 3PL
www.uglyduck.org.uk

Job Description

Marketing and Communication Freelancer

Salary £10.20/hour - 10h-15h week

Flexible days to work with the venue management needs

Overview

This role would support the initiation of a marketing and community outreach campaign for Ugly Duck. Better Ugly Ducks online presence & to reinforce our community contacts. Continue the development and support to our statistics recording process for better evaluation evidence. Ensure rigorous data collation future proofing our charity administration requirements. Reaching more relevant people for events at Ugly Ducks spaces.

Responsibilities

- Social Media - To maintain a regular presence on social media platforms, posting information about events, hires and opportunities
- Community administration including blog writing and uploading events onto listing sites,
- Drafting Press Releases with support from team members.
- Documenting Events via photography, videography and interviews.
- Develop system for gathering statistics from our hirers, events and charitable building users.
- Updating website content for events, project reports and copywriting.
- Poster and Flyer Design for internal events
- To reach out to brands and organisations who may be able to sponsor Ugly Duck's launch event and future creative events.
- Additional Key Holder and Duty Manager to support venue operations
- Month 3 - Define and Digital strategy

Additional responsibilities

- Expanding Ugly Ducks reach into new networks of artists and creative organisations
- Support with venue management at Ugly Duck when required

Please apply with your CV and a cover letter to katy@uglyduck.org.uk.

Applications should be received by 10am 13th March 2018

Interviews 23rd March 2018