



WISE CHILDREN  
COMMUNICATIONS &  
MARKETING ASSISTANT  
JOB PACK

JULY 2024

## About Wise Children

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Wise Children is an international touring theatre company, based in the South West. Led by award-winning director Emma Rice, we make ground-breaking and accessible work with exceptional artists which we tour across the UK and the world. Alongside shows we run a unique professional development programme training the next generation of diverse, fearless and independent theatre makers.

Wise Children launched in 2018, when we became an Arts Council England (ACE) National Portfolio Organisation (NPO). Last year we were successful in our application to remain in the portfolio from 2023-26.

In our first six years, we have: made six original shows; toured to 23 venues in 21 cities; built a pop-up theatre; made films for the BBC and Sky Arts; created and released 10 short films, hosted on Digital Theatre+, sharing insights into Emma Rice's work; worked with over 600 aspiring theatre makers; and reached more than 400,000 people in-person and online with our work.

In 2022 we took over an old methodist church in Frome, Somerset, which we have lovingly renovated, restored and transformed into The Lucky Chance, our rehearsal, training and (occasional) performance space. We have offices in both Bristol and Frome.

Our Artistic Director Emma Rice is amongst the UK's best known and loved theatre directors. Her celebrated 30-year career has included being Artistic Director of Cornish theatre company Kneehigh and of Shakespeare's Globe, London. In 2019, she received the UK Theatre Award for Contribution to British Theatre: '*Theatre maker Emma Rice was presented with this special award in recognition of the unique, innovative and socially relevant work that she has created and directed all over the country, and her significant influence on the contemporary theatre landscape.*' In 2022, she was named one of [Sky Arts](#) '50 most influential British artists of the last 50 years'.

## Communications & Marketing Assistant role

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The Communications & Marketing Assistant is a new post at Wise Children.

The Communications & Marketing Assistant will play a vital role in the day-to-day operation of Wise Children, supporting the Creative Director in developing and delivering successful marketing campaigns and audience communications.

The Communications & Marketing Assistant will provide administrative support to the producing team on all aspects of press and marketing for our touring productions. The Assistant will also help schedule social media content, compile biographies and press packs, and monitor our websites.

At Wise Children we actively seek people from a variety of backgrounds with different experiences, skills and stories to join us and influence our work. We are particularly keen to hear from candidates from global majority backgrounds and candidates who self-identify as disabled or neurodiverse. Wise Children is committed to equality of opportunity for all staff, and applications from individuals are encouraged regardless of age, caring responsibilities, disability, gender, gender identity, marriage and civil partnership, pregnancy and maternity, race, religion or belief, and sexual orientation.

**Job title:** Communications & Marketing Assistant

**Reports to:** Creative Director

**Working with:** Executive Director, Associate Producer, Head of Organisation

**Contract:** Initial 1 year with the intention to renew

**Hours:** Full Time

**Working Hours:** Monday to Friday 10 am – 6 pm. We are a busy theatre company and our hours may include evenings and weekends.

**Location:** Wise Children's office, Temple Campus, Bristol and occasionally at The Lucky Chance, Frome

**Start date:** September 2024

**Salary:** £25 - 30K per annum, dependent on experience

## Duties and Responsibilities

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- Work closely with the Creative Director to deliver marketing campaign plans for each of our productions, venues (The Lucky Chance), development teams and training programmes.
- With the producing team, liaise with our touring partners and co-producers to ensure assets required are available to them.
- Ensure consistency and accuracy across all communication material in liaison with the Creative Director.
- Ensuring assets across all departments are consistent with the Wise Children brand and style guides.
- Ensure all our digital and print assets meet current accessibility standards, e.g. WCAG 2.0
- Support the Creative Director with scheduling of social media and help respond to questions.
- Day-to-day maintenance of Wise Children's website and micro-sites.
- With the Head of Organisation, assist in maintaining our mailing database.
- Assist in running The Lucky Chance box office when required.
- Assist the Head of Organisation in the creation of email newsletters.
- With the producing team, create show programmes and cast lists.
- Assist on photo and video calls as required.
- Attending, assisting and supporting the wider team on press nights, galas and events.
- With the producing team, manage press and guest lists and invitations for shows and other events.
- Liaise with our PR rep to create press releases.
- Manage press reviews, including agreeing on usage with partners and archiving reviews.
- Commissioning production photographers, managing licences, crediting and approving images with the Artistic Director.
- Proofreading digital and offline marketing materials.
- Managing our play text releases.
- Assisting with the creation and management of our merchandise.
- Playing a role in the life and activity of the company and representing the ethos of Wise Children.

This is not an exhaustive list. Wise Children is a small, ambitious and ever-changing company, which can mean going from collecting props from our store, filming a vox pop and serving behind The Lucky Chance bar on any given day! We want someone who is ready for the crazy adventures, numerous pickles and madcap schemes that we often find ourselves tangled up in.

## Person Specification

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### Essential

- Excellent communication skills, both in-person and written
- Attention to detail and high level of accuracy when proofreading
- Excellent organisational skills
- Enthusiastic about the work we do
- Ability to prioritise a busy and often complex workload
- Knowledge of MS Office, Word and Excel
- Some knowledge of Adobe Creative e.g. Photoshop or InDesign and willingness to learn more
- At least one year's professional experience in an administrative role

### Desirable

- Knowledge and enthusiasm about Emma Rice and the work of Wise Children
- Experience working in communications in the arts or nonprofit sector as an employee or intern
- Experience of any Box Office system
- Experience of Airtable
- Experience of any non-linear editing software such as FCP/Resolve/Premiere

## How to apply

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To apply, please submit your details, CV and covering letter [here](#).

Once you have submitted the above, please complete an Equal Opportunities Monitoring form [here](#). Through this monitoring we collect anonymised data in order to improve our recruitment strategies. This form will be separate to, and will not be used to assess, your application.

All applications must be received **by 5pm on Friday 16<sup>th</sup> August**.

Shortlisted applicants will be invited to interview on Wednesday 21st or Thursday 22nd August at our office in Bristol. Second stage interviews will take place during the w/c 26<sup>th</sup> August.

We are particularly keen to hear from candidates who are likely to be underrepresented in our workforce. Wise Children will offer an interview to candidates from global majority backgrounds and candidates who self-identify as disabled or neurodiverse whose application meets the criteria for the post, as is defined in this pack.

If you would like further information, support with access requirements for application or interview, or have any queries about the post, please contact Head of Organisation, Steph Curtis: [steph@wisechildren.co.uk](mailto:steph@wisechildren.co.uk)