



Apprenticeship Job Description

Job title:	Digital Marketing & Studio Assistant Apprenticeship
Reports to:	Anna Perring, Director
Salary:	£10452.00 per annum
Holiday:	22.4 days, inclusive of Bank Holidays
Contract:	4 days a week (30 hours a week), 12 Month Fixed Term Occasional overtime / weekend events with time-off-in-lieu

<p>Deadline for applications is Thursday 30 March at 9.00am Interviews will be held Tuesday 11 April 2017</p>

Job Role

This post offers an exciting opportunity to join a small, dynamic team within a creative business. We are looking for someone who is energetic and hardworking, with good communication skills.

As part of this position you will be required to undertake an Advanced Apprenticeship in Business Administration. The qualification will be delivered by Westminster Kingsway College who will allocate an assessor to assist with the gathering of evidence for your qualifications. You will be required to attend the college for Functional Skills and Portfolio sessions that will be discussed with your assessor once starting the role.

Professional Development

Supervision and support will be provided throughout the apprenticeship including an in depth induction, regular one-to-one sessions, weekly team meetings, and development reviews.

Main duties and responsibilities include:

Studio:

- Stock management, including stock take
- Packing up and sending out orders
- Studio management including keeping the studio clean and tidy
- Running errands
- Some practical production assistance

General:

- Support during Trade Shows, Open Studios and other events including painting plinths etc.
- General administration duties, including sending emails, maintaining filing systems, data input and running errands such as posting packages.
- Researching and updating contact lists, as well as producing press packs
- Managing social media channels and ensure that content is available and published across all key platforms.
- Customer management including responding to questions and comments with speed and judgement
- Updating pricelists, descriptions of work etc.
- Researching the market and our competitors

Person Specification**Essential**

- Being flexible with a positive / enthusiastic attitude and hands-on approach
- A strong desire to pursue a career in the creative sector
- Strong communication skills (oral and written) and a keen attention to detail
- Good IT skills like word, excel, photo editing
- Good organisational skills and timekeeping
- Work under pressure and remain calm whilst managing multi tasks with variable deadlines.
- Running errands