

**Marketing and Development Officer**

**PERSON SPECIFICATION**

**Skills and Experience**

* A genuine commitment to broadening access to the arts for all, respecting all of our communities and their needs
* Passion for the arts and the vision of The Mill Arts Centre
* At least two years’ experience in a marketing role
* At least two years’ experience in a development role (voluntary or paid)
* Good knowledge of marketing and communication tools, which can be implemented to develop arts audiences
* Extensive experience in the practical application of digital communications and website maintenance and development
* Excellent written and verbal communication skills and presentation skills
* Excellent attention to detail
* High level of ability to prioritise and manage multiple projects
* High level of ability to analyse and interpret statistical information
* Experience of using Microsoft Word, Excel and PowerPoint, emails, design software, website management software and the internet
* Experience with web based communications and websites
* Experience of event coordination and delivery particularly in relation to fundraising

**Qualities**

* Collaborative approach to team working with a positive and forward thinking attitude to the wellbeing of the organisation and individual team members
* Understanding and commitment to equal opportunities/diversity in all aspects of service delivery and relationships with colleagues displaying a respectful attitude at all times
* Ability to work effectively with a wide range of people and organisations , building positive relationships
* Creative and imaginative approach to marketing and promoting an arts venue/programme
* Enthusiastic and proactive approach to work, with an ability to work under pressure