**Digital Marketing Assistant**

Salary: £8,414 per annum (£16,828 pro rata). Permanent position

Hours: 2.5 days per week in office hours

Phoenix is looking for a Digital Marketing Assistant to support the Marketing Manager, executing a broad range of digital marketing activities in order to attract and retain customers for all Phoenix products and services.

This role is expected to support a step-change in the reach and appreciation of Phoenix’s brand among our target audience groups, including existing customers and a diverse range of people who have yet to engage with Phoenix. This position would suit an individual with some professional experience in digital marketing who is eager to develop their skills and experience.

Phoenix hosts a variety of events and attracts a diverse audience for its popular programme of world cinema, digital arts, courses and community events in Leicester's Cultural Quarter. Our film programme shows the best films from around the world alongside the work of local film makers, as well as international theatre, ballet and music streamed live by satellite to Phoenix. Businesses and community organisations enjoy the contemporary environment for conferencing, training, networking and social events.

Engagement with our programme continues to grow, with over 220,000 visitors last year.

**How to apply for this job**

To apply, please complete the application form and equal opportunities monitoring form, both of which are available on the page advertising this role on the Phoenix website (About us / Vacancies).

Please keep your answers concise. To be shortlisted for interview, evidence of your ability to communicate effectively in your application is important.

Please submit your application to [jobs@phoenix.org.uk](mailto:jobs@phoenix.org.uk) or print and mark these for the attention of Lotte Coleman.

**Closing date for applications**

9am Monday 24th June 2019

**Interview date**

Office hours on either Thu 4 or Fri 5 July

If you would be unable to make these dates – please indicate this in your application so we can schedule an alternative date if you are shortlisted for interview.

**Start date**

We would like the successful candidate to start as soon as possible - ideally Monday 15th July.