



An exciting opportunity to join the team at **Kirkgate Arts & Heritage**.

We are looking for a volunteer to fulfil the role of **Marketing and Communications Assistant**. This is a flexible role, approximately 1 to 2 days per week working within the admin office at the centre or remotely.

Kirkgate Arts bring over 400 events every year to the local area (from cinema and live music, to workshops and exhibitions) at the Kirkgate Centre and numerous rural venues through Kirkgate Arts Out West.

We are looking for someone who has good attention to detail and an interest in graphic design and marketing. The ability to use Microsoft Word, Excel, social media platforms and online marketing services (such as Canva/Mailchimp) is an advantage but not essential. Training will be given on all aspects of the role.

You will be working alongside our executive team to deliver eye catching content in print and digital formats, to promote all the activities and events at the Kirkgate Centre, and throughout the area with our Kirkgate Arts Out West performances.

This voluntary position would suit someone recently retired from a similar role, or someone looking to expand their existing skills while gaining experience of working within a busy arts organisation.

Main duties;

- Creating posters using an in-house template and images/copy provided by artists.
- Creating cinema trailer slides and trailers.
- Creating and scheduling social media content.
- Updating listings information (ENTS24, facebook events, listings spreadsheets to be distributed to local media outlets, updating our 'what's on' flyer).
- Keeping track of upcoming events and marketing material needed.
- Producing listings mailchimp emails using a template provided.
- Finding and establishing networks for targeted promotion.
- Entering information on our CRM system (Ticketsolve).

Kirkgate Arts & Heritage is a registered charity located at The Kirkgate Centre in Cockermouth.

Our mission:

"Creative talent is valued, developed, and supported with opportunities for all to actively engage with and enjoy the arts, our local heritage and community life"

Our values:

Commitment – Our staff and volunteers are dedicated to delivering our mission.

Inclusion – We aim to make art, heritage, and culture accessible to all our communities.

Sustainability – We aim to ensure that the organisation is secure for future generations from both financial and environmental perspective.

Nurturing – We aim to provide an environment that encourages growth, development of skills confidence and enjoyment for all.

For more information, or to register your interest in this role, please email katie@thekirkgate.com