

Please read in conjunction with;

- About The Crescent

How to express interest

- Please send an email to recruitment@crescentarts.org with 'Freelance Communications' in the subject line.
- In the email please include:
 - o Contact information
Your Name, Your Contact Details (email + phone)
 - o It would be helpful if you noted;
 - Why you are interested;
 - What you'd hope to gain; and
 - How you meet the experience listed in the Duties

Please note it is not essential to send a CV. Send us the information in the way that works best for you.

Addressing the 3 bullet points above would be extremely helpful!

- If you would like an informal and confidential chat, please send an email to communications@crescentarts.org
- **Deadline: 12pm, Wednesday 15 February 2023**
- We will acknowledge receipt of all correspondence.
- We are asking to keep your details on file until 31 March 2024
- There's no interview process as such. If work comes up that fits your experience and interests, we will be in touch for a conversation.
- The Crescent is interested year-round, so you are welcome to send in information after this date; but please note that it may take us longer to respond

Introduction

The Crescent is seeking to create a network of Freelance Communications professionals, so that when projects arise, we can ask for your interest/availability.

Information:

- Support to the Communications Manager
- Work can be carried out at The Crescent, remotely, or a combination of both

- Remuneration: Fee will vary according to individual project requirements. A Project Fee will be agreed in advance and included in a Contract for Services.

Duties likely to include

- Creation of content for Online and Offline Platforms. Including, but not limited to social media, mailchimp and PR
- Creation of graphics, videos, lives and reels for use of our various platforms and channels
- Using analytics and testing strategies to help optimise our strategies
- Uploading content to a WordPress content management system.
- Promotion of activities on appropriate channels such as linking with journalists, listing sites or reaching out to South Belfast/other groups
- Contribute critical thinking and creative ideas to develop and grow marketing channels and activities
- Producing high quality video and still image edits for use on marketing campaigns

Essential Criteria

It's likely that for certain projects we will need specific types of communications experience. For others we might be able to offer support/training. For us a collaborative spirit and commitment to the work are often the most important criteria!