

Breakthrough 2026 Job Description

Brighton People's Theatre - Communications Assistant - Brighton

Employer name	Brighton People's Theatre		
Employer Website	https://brightonpeoplestheatre.org/		
Employer main contact	Naomi Alexander		
Employer email	naomi@brightonpeoplestheatre.org		
Start Date	28 th September 2026	Hours Per Week	25
Working week	Monday to Thursday Monday and Wednesday hours: 10am-4:45pm Tuesday and Thursday hours: 2:00pm-8:45pm including 30 minute unpaid break	Hourly Wage	£12.71

Job Title	Communications Assistant
Company Overview	
<p>Who we are: Brighton People's Theatre (BPT) was founded by Naomi Alexander in 2015 out of a desire to create theatre in a way that feels meaningful to people — by involving them in co-creating it.</p> <p>BPT is open to anyone with a BN postcode who is 18-25 and does not earn their living as a professional artist. Everyone is welcome.</p>	

We prioritise our resources to ensure that people with the lowest socio-economic status can get involved. We believe this is the fairest way of doing things.

We bring people together through theatre, to be part of something bigger than themselves. And through that shared creative experience, we co-create the conditions where people who have never felt that cultural life was for them begin to feel that they belong to it.

Job Description

The Communications Assistant will support the Communications Manager in delivering all external communications across Brighton People's Theatre's full programme, from grassroots storytelling sessions through to the presentation of The Museum of Life at Brighton Festival 2027*. This is a creative and practical role suited to someone with a passion for storytelling, digital content and community-rooted arts. The post-holder will gain hands-on experience of professional content production, social media management and arts marketing, working across a varied programme and collaborating with photographers, videographers and community participants along the way.

This role will include assisting with:

Community and Programme Communications:

- Assist with BPT's marketing and communications strategy to support BPT's wider strategic vision for building a diverse and inclusive community
- Create and share promotional and informative content about our programme through our website and socials as well as posters, event listings, marketing emails, surveys

Website and Social Media:

- Create images, videos, reels, carousels and written copy tailored to TikTok, Instagram, Facebook and LinkedIn
- Create website copy and content such as blog posts and graphics
- Monitor and analyse our reach and engagement from the content we post
- Contribute ideas to grow the Company's online presence and reach new communities

Content Capture and Production:

- Attend sessions, events and rehearsals to capture photo and video content, support the filming of participant stories
- Collaborate with the Company's photographer and videographer to produce finished marketing assets

Brighton Festival 2027 Marketing:

- Contribute to all marketing activity around the festival presentation of The Museum of Life*, including promotional campaigns, content scheduling and on-the-ground communications support during Brighton Festival 2027.

Joint Team Responsibilities

- To embody the BPT Way of Being
- To abide by staff policies
- Actively contribute to the co-creation of and learning of the organisation, sharing ideas and developing collaborative ways of working
- Represent the Company at public events, receptions, etc, where necessary

The role will be based primarily at our central Brighton office at The Old Courthouse, Church Street, Brighton. There may also be a requirement to work from our other delivery sites including Friends Meeting House on Ship Street, ACCA at Sussex University and Moulsecoomb Place on Lewes Road.

*The Museum of Life Production is subject to funding. There will be other productions to be involved with if funding is not secured.

Skills and development

Candidates should be working towards:

Able to work both independently and in a team, and interact with a diverse range of people.

Good standard of spoken and written communication skills, including via email, telephone and in person.

Confident using or learning to use IT equipment and software including Gmail, Google Drive, Wordpress, social media platforms, Canva, Slack.

Understanding of how to create and share engaging content, copy, and marketing campaigns.

Personal Qualities

Commitment to social justice principles and a commitment to do their best to embody our [Way of Being](#).

Enthusiastic about theatre and community development.

Reliable, punctual and proactive.

Keen to contribute ideas and opinions.

Future Prospects

The Communications Assistant will build a portfolio of content created for real audiences, including social media output tied to a major festival, which is directly demonstrable to future employers.

We will support you to attend relevant external events and networks during the placement, including Brighton Festival industry opportunities, enabling you to begin building your own professional connections. Where possible, we will make introductions on your behalf.

We will offer a supported exit process including a reflective conversation about achievements, help preparing or updating a CV, and an honest reference that speaks to the specific skills you have demonstrated with us.

Interview Date(s):

Week commencing 31st August

**BRIGHTON
PEOPLE'S
THEATRE**

 artswork