

**Breakthrough 2026 Job Description**

**Creative Crawley - Marketing Assistant- Crawley, West Sussex**

Employer name	Creative Crawley		
Employer Website	www.creativecrawley.com		
Employer main contact	Hannah Foley- General Manager		
Employer email	hannah@creativecrawley.com		
Start Date	Monday 28 <sup>th</sup> September	Hours Per Week	25
Working week	9.30-4.45 (with a 60 min lunch break) Mon-Thurs. Mon working from home if possible	Hourly Wage	£13.45

Job Title	Marketing Assistant
Company Overview	
<p><b>Who we are:</b></p> <p>Creative Crawley brings arts and culture to life for everyone in everyday spaces across Crawley.</p> <p>We care deeply about the way things are made - and who they're made for. Through thoughtful events and collaborations, we craft experiences that connect people, celebrate local, national and international stories and make creativity feel welcoming, meaningful and truly shared.</p>	

Our mission is to make quality creativity happen for all in Crawley.

- Artists and people who work in the creative industries are supported and celebrated.
- Creativity becomes part of everyday life – people here create, share, and enjoy art.
- Visitors see Crawley as a lively and welcoming place full of different cultural experiences.
- Crawley people feel happier and healthier, with the safety and inspiring experiences that Creative Crawley offers
- Crawley is thriving, and communities feel connected. Crawley is a town where arts and culture are for everyone.

#### Job Description

Providing digital marketing support for the programme of creative activities and events we are delivering across Crawley.

Key tasks and responsibilities would include;

#### **Campaign delivery**

- Deliver campaign activity across digital, print and on-the-ground channels
- Assist the marketing team in creating content for social media campaigns, blogs and newsletter
- Undertake poster and flier distribution
- Weekly website amends and updates
- Schedule, post & monitor social content

- Creating and posting live social media content from Creative Crawley events
- Redirect DMs and Facebook messages to appropriate person in the team
- Posting relevant events on Facebook Community Group pages
- Upload seasonal event listings to external websites

**Data, insight and evaluation**

- Support Marketing and Communications Manager to create evaluation reports
- Prepare and distribute weekly sales reports
- Manage & maintain photo library

**General**

- Act as an ambassador for Creative Crawley upholding and promoting company values, policies and way of working
- Contribute towards a safe and inclusive working environment for all Creative Crawley team members
- Act at all times in the best interests of Creative Crawley
- Undertake any additional tasks as may be required by the Co-Directors

The placement would mainly be based at our office in Crawley College or onsite at events but we can offer flexibility with some remote working (as per the rest of our team)

**Skills and development**

**Essential**

- Strong organisational and communication skills
- Ability to self-manage
- Experience of IT applications e.g. GDrive, word, excel, Gmail
- Knowledge of creative software like Canva, Adobe etc

- experience with a range of social media content creation eg. Instagram, Facebook, Tiktok etc
- Interest in the Creative Industries
- A place to stay that is no further than an hour commute from Crawley

**Desirable**

- Understanding of the context of Crawley
- An interest in reaching diverse community groups and those who do not yet engage with arts and culture on a regular basis
- Experience in digital marketing and content creation
- Good copywriting and visual awareness
- Ability to manage multiple projects simultaneously
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**Employers advice:** To demonstrate your excitement for this role we would recommend that candidates for the role in their application talk about their passion for creative arts, any experiences they might have of working/engaging with in a creative role or organisation and what they think they could bring to Creative Crawley.

**Personal Qualities**

- Enthusiastic and committed
- Keen to learn and develop skills
- Ability to think independently and work within a team
- Confident to be able to engage and talk with general public at events/meetings
- Punctual and Reliable
- Able to find creative solutions
- Passion for engaging in the creative arts
- Creative Crawley is centred around amplifying the presence of arts and culture in the town of Crawley. We particularly encourage applicants who live in, near or have a shared interest in supporting Crawley to apply.

### Future Prospects

During the course of the placement, you will meet and network with other creative organisations which might present future opportunities. We will also provide a work place mentor who can offer career advice and guidance, helping you to develop your CV and offer support with job applications and interviews.