

Breakthrough 2025 Job Description

MARLBOROUGH PRODUCTIONS

MARKETING AND ADMINISTRATION ASSISTANT

BRIGHTON/HYBRID

Employer name	Marlborough Productions Ltd		
Employer Website	www.marlboroughproductions.org.uk		
Employer main contact	Sofia Santos		
Employer email	sofia@marlboroughproductions.org.uk		
Start Date	Monday 29 th September	Hours Per Week	25
Working week	10:00 to 18:00 3 days a week and 10:00-14:00 1 day per week (We take an hours lunch break)	Hourly Wage	£12.21

Job Title	Marketing and Administration Assistant
Company Overview	
<p>Who we are: Marlborough Productions is a leading arts organisation dedicated to supporting and showcasing diverse creative talent. We produce innovative performances, events, and digital content, fostering a vibrant cultural community.</p> <p>As a queer, intersectional organisation with a deep commitment to equity and representation, we understand the unique barriers young people—particularly those from marginalised communities—can face in accessing meaningful career pathways. Our work placement programme is designed to directly address this by offering hands-on, real-world experience in production and marketing, guided by highly experienced producers and executive leaders who are active and respected in the arts and touring sectors.</p>	
Job Description	
<p>An overall description of the role This role will include assisting with the: -</p> <p>This role offers a dynamic opportunity to gain hands-on experience in arts administration and marketing. Day-to-day, you will provide essential support to our Producers, General Manager, the Senior Management Team (SMT), and the Marketing Coordinator, assisting with a wide range of tasks to ensure the smooth operation of our projects and events. A</p>	

key part of your responsibility will be supporting the social media activity for our events across autumn, developing and scheduling engaging content to promote the festival and connect with our audience. You'll also contribute to general office administration, maintaining organised records and assisting with communications.

Working alongside industry professionals with deep on-the-ground knowledge, gaining insight into every stage of creative production and marketing strategy. They'll receive mentorship tailored to their interest within the arts production sector, with a focus on building confidence, creative skills, and industry knowledge.

This role will include assisting with the:

- * Creating engaging content for social media platforms and the company website.*
- * Supporting the development and distribution of marketing materials, including newsletters and promotional flyers.*
- * Assisting with general office administration, including managing correspondence, organising files, and scheduling meetings.*
- * Helping to coordinate events and workshops, from planning to execution.*
- * Maintaining accurate databases and contact lists.*

The position is based at the Marlborough Productions offices located at 118 Church St, Brighton and Hove, Brighton BN1 1UD. The successful candidate will be required to work Monday, Tuesday, Wednesday, and Thursday. Tuesday and Thursday are fixed days for in-office, with the other day's arrangement open to in person/remote working, to be agreed in advance.

Skills and development

Candidates should be working towards:

- Good communication skills, both written and verbal.
- Organisational skills and attention to detail.
- Interest in and knowledge of digital marketing and social media trends.
- Experience of computer applications e.g. Microsoft Office Suite (Word, Excel, PowerPoint) and Google Workspace.
- Commitment to furthering intersectional LGBTQIA+ arts & culture
- Familiarity with Adobe, Wordpress, Facebook, Instagram, TikTok, Blue Sky and LinkedIn.

Desirable but not essential:

- Experience with graphic design software (e.g., Canva, Adobe Photoshop).

- Familiarity with email marketing platforms.
- Lived experience of LGBTQIA+ identities and communities.

Employers advice: To demonstrate your excitement for this role we would recommend that candidates talk about their passion for the arts and LGBTQIA+ arts and interest in digital communication in their application.

Personal Qualities

- - *Enthusiastic and committed.*
- - *Keen to learn and develop new skills in marketing and administration.*
- - *Ability to think independently and work effectively within a team.*
- - *Punctual and reliable.*
- - *Proactive and takes initiative.*

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.