



Distribution Assistant (Maternity Cover)

Salary: £17,364 per annum, pro rata (£3742)

Hours: annualised (based on an average of 7.4 hours per week), temporary 12 months

Holiday: 20 days per annum plus 8 standard bank holidays (pro rata)

Closing Date: Sunday 20th June 2021

Interview Date: Friday 25th June 2021

Place of Work: all WTM venues

Reports To: Marketing and Film Manager

Worthing Theatres and Museum aims to:

- ❑ Surprise and delight our audiences with visionary work of artistic excellence.
- ❑ Provide aspirational opportunities for young people ensuring the creative voices of the future.
- ❑ Cultivate creativity, supporting the next generation of artists.
- ❑ Champion inclusion, curating a diverse programme.
- ❑ Invest in our teams, making creative thinking the norm.
- ❑ Drive forward the development of Worthing's experience economy promoting positive place making and civic pride.
- ❑ Ensure financial success providing best value to the community, guaranteeing the longevity of the organisation.



Job Description

Principal purpose of job (role summary)

- The Distribution Assistant will assist the marketing team by distributing marketing materials between our four venues in the centre of Worthing and across the local community in the company van working to a schedule.
- Assisting the busy marketing team to further the reach of Worthing Theatres and Museum, by organising print delivery, create listings and basic marketing support as required.
- This physical role involves lifting and loading boxes of leaflets and marketing materials and changing posters around the venues. Manual handling and ladder training provided. Full clean driving licence required to drive a manual van. The post-holder will be working alone when out in the van.

Main duties, tasks and responsibilities of post holder



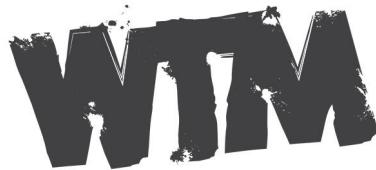
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1. Drive the company van to distribute marketing materials and change posters at WTM poster sites.
2. Moving marketing materials between venues.
3. Keep FOH print racks tidied and stocked, ensure print store is tidy and organised.
4. Assist the marketing team to monitor, maintain and maximise coverage of print.
5. Assist in building a network of volunteer distributors to support this distribution.
6. Assist in the delivery of our School's Poster scheme.
7. Prepare allocations for distribution collections for external companies in a timely fashion.
8. Assist with basic marketing support as required.

9. General

- Undertake all duties in accordance with WTM policies, in particular those relating to Customer Care and Equal Opportunities.
- Undertake such other duties as may reasonably be allocated to the post-holder, which may involve providing assistance in any section of the department as may be required from time to time.
- Undertake any duties regarding health, safety and welfare at work, civil contingencies and business continuity which may reasonably be allocated to the post-holder as a result of legislation, codes of practice or WTM policies.
- Promote the service and WTM positively at all times.

The post holder will be required to undertake such other duties as may be required within the grade and competence of the post-holder. Therefore, the list of duties in this job description should not be regarded as exclusive or exhaustive.



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Duties will be set out in this job description but please note that WTM reserves the right to update the job description, from time to time, to reflect changes in, or to, the role. The post holder will be consulted about any proposed changes. Significant permanent changes in duties and responsibilities will require agreed revisions to be made to this job description.

Criteria

Essential

1. Full clean manual driving licence and ability to drive commercial van.
2. Ability to navigate local area in a vehicle whilst keeping to a schedule.
3. Ability to communicate effectively.
4. Ability to work as part of a team and lone working as required.
5. An understanding of equalities and how to apply this within a work environment thinking about both customers and colleagues.

Desirable

1. Experience of marketing for an arts organisation or cinema.
2. Ability to work to weekly schedule.
3. Knowledge of local area and ability to follow directional maps / sat nav.

Worthing Theatres & Museum is a registered charity and pursues a policy of equal opportunities. Worthing Theatres & Museum values diversity, promotes equality and challenges discrimination. We encourage and welcome applications from all backgrounds and all parts of the community.

All applications are judged on merit.



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