

## **Marketing and Admin Volunteer**

Asia House has an exciting opportunity for an enthusiastic volunteer to support the general administration and marketing of the Arts and Learning Department, outward social media channels, and to play an important role in keeping the department's administration up to date.

This is an exciting role, which forms an important part of the Arts and Learning Programme, including support to the Literature Programme Manager for the 13<sup>th</sup> edition of the Asia House Bagri Foundation Literature Festival which will take place from September 2019.

As a volunteer, you will gain invaluable skills and experience in marketing, data admin, and research; contributing to making our programme a continued success while learning further key workplace skills. You will be an integral part of a small team and be exposed to an exciting array of arts and cultural events. Your daily travel and a lunch allowance will also be covered.

### **Key responsibilities:**

- Develop and contribute to management of event marketing
- Contribute to management of social media channels
- Write and produce vibrant digital content for digital platforms
- Help evaluate digital activity and campaign results
- Help research and manage marketing partners
- General department admin

### **What we are looking for:**

- Experience in marketing (either through work or study)
- A positive and enthusiastic attitude
- Strong communication skills
- Initiative and common sense
- Ability to work quickly and efficiently
- Fluency in English
- Experience managing/assisting in the management of social media channels for an event/brand/company
- Experience in using Eventbrite, Wordpress, Wix, Google Analytics, Google Ad and Mailchimp is desirable
- An interest in Asian arts and culture

**Duration:** Ideally 3 months, a minimum of two or three full days per week—10:00 – 5pm, starting in August. References can be given for volunteers who volunteer for 3 months or more

**How to apply:** Please send your CV and Cover Letter to [arts@asiahouse.co.uk](mailto:arts@asiahouse.co.uk) with reference to this particular role in the subject line.