



## **Marketing and Communications Coordinator**

### **The Peace Museum**

**Location:** Saltaire, Shipley & Bradford City Centre

**Salary:** £22,542 p.a

**Contract Type:** One year fixed

**Position Type:** Full Time, 37.5hrs/wk

**Closing Date: Monday 30th October 2023 (midnight)**

#### **About the Peace Museum:**

The Peace Museum explores the history and the often-untold stories of peace, peacemakers, social reform and peace movements. It is unique in that it is the only accredited museum of its kind in the UK.

We are currently undertaking an exciting transformation programme designed to ensure the long-term sustainability of the Museum. The programme will deliver brand-new public exhibition and engagement spaces within Salt's Mill, Saltaire, a UNESCO World Heritage Site. The new Museum will open in Summer 2024 allowing us to display more objects and greatly extend our audience.

**We are now looking for a Marketing and Communications Coordinator** to design and deliver marketing and communications activities across all available channels and outlets, online and offline, to support the delivery of the Museum's Vision and Objectives.

#### **About the role:**

The Marketing and Communications Coordinator will support the Museum Director in the design and delivery of the Marketing Communications and Brand Plan to support effective marketing, communications, and brand integrity across all media channels.

#### **Key Responsibilities**

Provide day-to-day management of press relations and marketing and communications responsibilities for the museum, including;

- Maintaining social media presence
- Maintaining the website



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- Creating content for the online presence of the museum
- Marketing upcoming exhibitions and events
- Establishing contact with local press and submitting press releases
- Establishing contact with other media outlets
- Communication of upcoming events and news updates.
- Initially, supporting the curator in providing information to outside parties

Assisting with day-to-day operational tasks at the Museum, which may include;

- Providing administrative support
- Greeting visitors
- Museum house-keeping.

Any other duties that may reasonably be required.

## **Hours of work:**

The normal hours of work will be 37½ hours per week.

These will either be on site in the museum office at Piece Hall Yard or at the new museum in Salts Mill, Saltaire.

There will be some opportunities for remote working.

## **Additional details:**

For more information about this role, please see the full job description.

The current museum office is based at 10 Piece Hall Yard in the city centre of Bradford and is only accessible via 60 steps. As the interview is planned to take place here, please highlight on your application if this will be an issue and the museum will be able to make reasonable adjustments.

**The Peace Museum is committed to promoting equality of opportunity for all staff and job applicants. We aim to create a working environment in which all individuals can make best use of their skills, free from unlawful discrimination or harassment. We value the benefits that a diverse workforce brings to a museum which represents peace and peace-making. The Museum is committed to ensuring that no job applicant suffers unlawful discrimination because of any protected characteristics. Our recruitment procedures aim**



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to ensure that individuals are selected because of their relevant knowledge, skills and experience.

## How to apply:

Please send your up-to-date CV and a covering letter, of no more than 2-sides of A4, explaining your suitability against the essential skills and experience criteria in the job profile to: Charlotte Hall: [charlotte.hall@peacemuseum.org.uk](mailto:charlotte.hall@peacemuseum.org.uk)

If you have any additional needs that we should be aware of to support you with your application, please provide details to [charlotte.hall@peacemuseum.org.uk](mailto:charlotte.hall@peacemuseum.org.uk)

Interviews will be held on **Wednesday 8<sup>th</sup> November 2023** at The Peace Museum, 10 Piece Hall Yard, Bradford, West Yorkshire, BD1 1PJ

Candidates invited to attend an interview will be sent a copy of the interview questions in advance. You will also be sent a pre-interview task that will need to be submitted by midnight on the **Monday 6<sup>th</sup> November**.