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Sadler's Wells

**Marketing Assistant**



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## Welcome

*Thank you for your interest in joining Sadler's Wells. We hope also that it will be a great opportunity for you in your own career.*

Sadler's Wells holds fast today to the vision that Lilian Baylis instilled here almost a century ago: that great art should belong to everybody. Our mission is to make and create dance that inspires us all, and our vision is to create, through dance, a depth of connection beyond borders, cultures and languages, so we see ourselves in each other.

When artists and audiences talk about Sadler's Wells, they use the words: 'innovative, exciting and risk-taking'. Trying new things has always been part of our core purpose, and it's more important today than it has ever been.

This is an exciting and complex time in the theatre's history as we recover from the impact the coronavirus pandemic has had on our business model and work towards opening a fourth venue in Queen Elizabeth Olympic Park in east London in 2023.

This role will offer you the opportunity to bring your ideas, passion, knowledge and experience to Sadler's Wells. In return, the successful candidate will be part of a strong and supportive team in a world class arts organisation.



## Background Information

Sadler's Wells is a world-leading creative organisation, dedicated to presenting, producing and touring dance made today in all its forms. Sadler's Wells commissions, presents and produces more dance than any other theatre in the world – from tango to hip hop, ballet to flamenco, Bollywood to cutting-edge contemporary dance. With an innovative, year-round programme of performances and learning activities, this is the place where artists come together to create dance, and where we welcome everyone to experience dance and be inspired.

Our aim is to reflect and respond to the world through dance: enabling artists of all backgrounds to create dance that moves us and opens our minds; sharing those experiences with the widest possible audiences to enrich their lives and deepen their understanding of what it means to be human.

In normal times, over half a million people come to our theatres in London each year, with many more enjoying our touring productions at partner venues across the UK and in cities around the world. Sadler's Wells Theatre has been located in Islington since the 17th century. Our modern day theatre comprises a main auditorium (1,500 seats); the Lilian Baylis Studio (180 seats); three rehearsal studios; bars, a café, facilities for private and corporate entertaining and offices for Sadler's Wells' colleagues.

Our second theatre building and West End home, the Peacock (1,000 seats), is subject to a unique agreement whereby Sadler's Wells and the London School of Economics jointly manage it, with the LSE presenting its lectures to students during the day and Sadler's Wells presenting theatre at night.

## Future Plans

Plans are underway for the development of a fourth venue in east London's Queen Elizabeth Olympic Park. Sadler's Wells' new space will be located on the Stratford Waterfront site, opposite the London Aquatics Centre, alongside UAL's London College of Fashion and the V&A Museum. The site will form part of a new cultural and education district, which will also include a major new University College London (UCL) campus and have direct links to the creative communities already based in east London.

Sadler's Wells' new space will house a 550-seat mid-scale theatre, as well as facilities for a choreographic centre and a hip hop theatre academy, all planned to open by the end of 2023.

## The Department

The department is made up of the Marketing team and the Ticket Sales team.

The Marketing team devises and implements marketing campaigns for productions presented at our three theatres and supports the marketing of our national and international producing and touring work and for Sadler's Wells Digital Stage. The team is responsible for Sadler's Wells' membership scheme and Barclays Dance Pass, a ticket scheme for 16-30 year olds. The team also leads audience development within the organisation.

In a typical year, the team is responsible for delivering over 70% of Sadler's Wells income through generating ticket sales for our London productions.

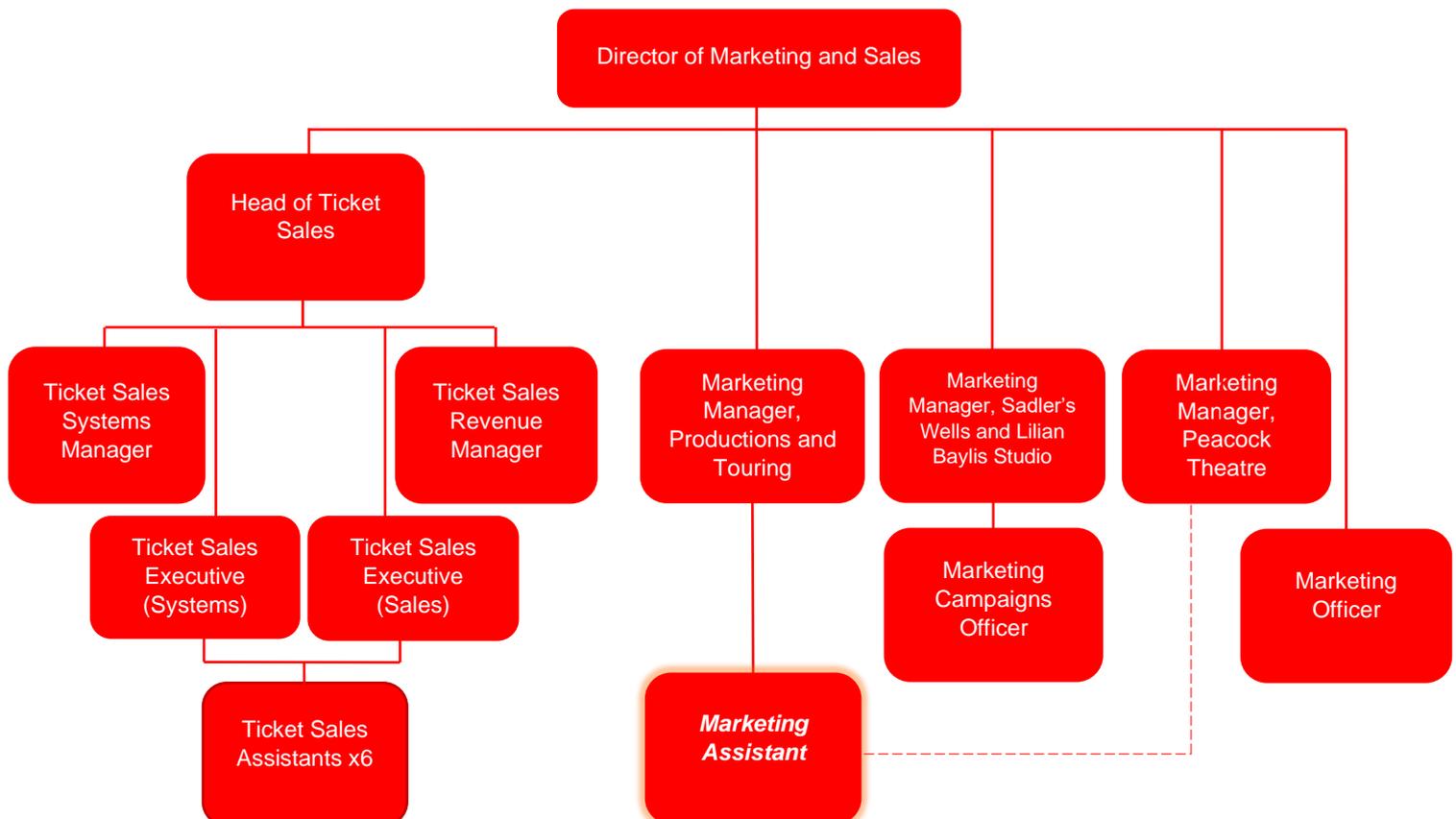
The team works particularly closely with the Producing and Touring department as well as Content, Digital, Press, Programming and Learning and Engagement departments.

## The Role

We are looking to appoint a Marketing Assistant. This role will support all initiatives across the marketing team but in particular will support two of our Marketing Managers on activity for our shows on tour in the UK and internationally, and our marketing campaigns at the Peacock Theatre.

The role will also support all elements of the Marketing team's audience development initiatives, specifically in growing awareness and audience base in anticipation of the opening of our new Stratford venue.

The Marketing Assistant is managed by the Marketing Manager (Producing and Touring) however will have a close working relationship with the Marketing Manager (Peacock Theatre) who will oversee many of the Marketing Assistant's initiatives.



## What are my responsibilities?

### Marketing Campaigns:

- Supporting the Marketing Manager (Producing and Touring) on all aspects of relationships, including:
  - Liaising with key internal and external stakeholders on feedback and approval process
  - Supporting in creation of suite of assets for new productions
  - Assisting with proofreading of marketing assets
  - Sales analysis and evaluation of marketing activity
- Supporting the Marketing Manager (Peacock Theatre) on all aspects of campaigns, including:
  - Developing target audiences
  - Assisting with creation of marketing assets
  - Copywriting and proofing across all campaign platforms
  - Coordinating and planning promotions or events in line with campaign objectives
  - Supporting all Peacock campaign administration
  - Sales analysis and evaluation of campaign activity

### Audience Development:

- Working with Marketing Manager (Peacock Theatre) on achieving the objectives for our young people's ticket scheme, Barclays Dance Pass
- Supporting team with all other audience development initiatives

### ECRM:

- Providing team members support in our eCRM strategy, including copywriting, design, campaign management and analysis of emails, using Sadler's Wells' segmentation modelling

- Creation of data lists and extractions using Sadler's Wells' CRM system, Tessitura
- Supporting Director of Marketing and Sales in managing stakeholder lists on Tessitura

### Design and Print:

- Supporting team in creating of campaign design briefs and the creation of assets
- Management of brand assets for ticket agencies and promotional partners
- Coordinating Front of House displays, poster, windows, vinyls, banners and managing the schedule of Sadler's Wells Theatre and the Peacock Theatre with internal teams
- Coordinating exit flyering and foot soldiering as required by campaign leads, and researching London market for relevant opportunities
- Assisting team members in ensuring fully accessible marketing communications e.g. large print programmes or image descriptions

### General:

- Administrative support for the team, including budgets and invoicing
- Deputise for the Marketing Managers as and when required
- Act as a brand guardian for Sadler's Wells, ensuring Sadler's Wells visual identity and tone of voice is consistently implemented across all promotional and communications materials
- Maximise income and minimise expenditure without loss of quality in all areas of responsibility

- Monitor relevant budgets and ensure all financial and policy matters are managed in strict accordance with Sadler's Wells policies and procedures
- Work on other projects and activities within the Marketing team as required and to play an active role in achieving the aims and targets of the team and the organisation
- Carry out all administrative work generated by the above activities
- Undertake other duties as may be reasonably required
- Attend occasional staff meetings, training sessions and other events, which may take place outside normal working hours
- At all times to carry out duties and responsibilities with regard to Sadler's Wells' Equality, Diversity and Inclusion and Health and Safety Policies. This may include providing assistance with evacuation procedures or building searches in the event of an emergency at any of Sadler's Wells' premise

*THIS JOB DESCRIPTION IS A GUIDE TO THE NATURE OF THE WORK REQUIRED OF THIS POSITION. IT IS NEITHER WHOLLY COMPREHENSIVE NOR RESTRICTIVE AND DOES NOT FORM PART OF THE CONTRACT OF EMPLOYMENT.*

## Who should apply?

The successful applicant will demonstrate the following skills, experience, and personal qualities:

### Skills and Experience

#### Essential:

- Demonstrable experience of working within administration, or training relevant to an administrative role, ideally within an arts
- Exceptional written and verbal communications skills [or British Sign Language if primary language], including strong copywriting, with excellent attention to detail
- Excellent organisational skills and the ability to coordinate a variety of simultaneous projects to tight deadlines
- Good systems literacy, experience of Microsoft Office, and ability to quickly develop skills in Sadler's Wells' marketing systems
- Highly collaborative but able to work independently
- Diplomatic, with the ability to develop excellent relationships with a range of colleagues, promoters and with other venues in UK and internationally
- Must currently hold the right to work in the UK

#### Additional, but not essential:

- Knowledge and/or experience of Marketing, within the arts
- Understanding of digital marketing platforms
- Good numeracy skills and/or experience of working with budgets
- Experience of using Sadler's Wells' systems, especially Tessitura, (CRM) and Wordfly (Email), Photoshop
- Creative and thoughtful approach to marketing
- Enthusiasm and commitment to the Arts
- Foreign Language skills i.e. French OR Spanish

## Why work for us?

You will be a key part of our mission to make and share dance that inspires us all and delivering our vision to create, through dance, a depth of connection beyond borders, cultures and languages, so we see ourselves in each other.

- You will be offered a salary of £22,500 per annum based on a 35 hour working week, plus an additional paid meal break each day. This is a permanent post, due to commence in September 2021
- You will get 25 days annual leave per annum, with an additional three days after five years' service
- You will be enrolled into the Sadler's Wells Trust Ltd. pension scheme
- You will have access to our Employee Assistance Programme (EAP) to support your wellbeing
- You will engage in learning and project opportunities to develop personally and professionally, and support your career journey
- You can access an interest-free Season Ticket Loan and a Cycle to Work salary sacrifice scheme
- You will be eligible for a death in service insurance policy covering twice your annual salary
- You will be encouraged to attend performances at both theatres with a discretionary allocation of tickets to employees (subject to availability), and a staff discount at the Garden Court Café
- We welcome everyone through our doors and encourage and enable people to be the best versions of themselves and to feel confident and capable in their roles
- We embrace a blend between home and office working, and we welcome a conversation about flexible working and your needs
- We celebrate diversity in the dance we share and showcase, and in our workplace. We are working hard to be more inclusive and increasing access both on stage and off and have a number of anti-racism commitments to make lasting changes in the way we work

## Making an application

A Job Description and Person Specification are included in this document. If after reading you are still interested in applying, please find further details and information on how to apply [here](#).

If you would like support or have any queries regarding the format or submission of the application, please contact us on [recruitment@sadlerswells.com](mailto:recruitment@sadlerswells.com).

We welcome applications from people from all backgrounds who feel they align with our mission, vision and values. We are international and multicultural on our stages, and we want to reflect that in our organisation. By celebrating difference and incorporating diverse points of view and experiences, we can become closer to our artists, audiences and the communities we serve.

We are proud to be a Disability Confident employer meaning we have been certified by the government as actively taking steps to attract, recruit and retain disabled workers. We understand that some disabled colleagues will need adjustments to help them perform to the best of their ability – these can be changes to the built environment and furniture, the tools and technology they use in doing their job, aspects of the role, ongoing support or working arrangements.

Sadler's Wells also works collaboratively with Parents in Performing Arts (PiPA) in efforts to support parents and carers within the industry.

**We welcome all applications by 11:59pm (GMT) on Sunday 1 August 2021**  
**Interviews will take place virtually on Friday 13 August 2021**

