

Circus250 is a small not-for-profit company that creates, produces and tours 'circus with purpose' - circus that goes beyond spectacle to challenge and address issues of concern to its partners, performers and audiences. We are based in Ireland and in the UK. During the last year, we have enjoyed success in creating and touring our shows.

We are looking to engage a freelance Marketing Assistant, initially for two days per month.

The role would:

- > Manage and run the Twitter, Facebook, TikTok and Instagram @circus250 accounts, providing regular posts and responding to any interactions.
- > Update the Circus250 Wordpress website on a fortnightly basis with new tour dates. (We have a website manager who does all the major updates – it's just the listings section that would fall in Marketing Assistant role)
- > List Circus250 events on appropriate listings sites.
- > Maintain a list of websites where Circus250 events and shows can be listed.
- > Maintain our mailing lists.
- > Maintain our press list in Ireland and UK.
- > Distribute our newsletter and What's On emails every month
- > Organise and maintain our Dropbox so we have a readily accessible library of images.
- > Send monthly content updates to our website manager, collecting content updates from the team and making suggestions
- > Distributing tour and media packs to potential bookers
- > We are looking for someone with a track record of social media management; good administrative skills; firm knowledge of Excel, Google docs and Wordpress; the ability to work remotely as a member of a team; and an ambition to increase their marketing expertise.
- > Assisting with ticketing and programme administration for Circus250's festivals

The fee is £150 per day, initially two full days per month. The hours can be split over several days agreed in advance. The contract will be reviewed after two months with the possibility of increasing the hours offered. This is a remote role working to our Director.