

Job Description: Communication and Content Manager

Dec 2021

Zabludowicz Collection is one of the most significant and wide-ranging private collections of contemporary art in the world. Founded in 1994 by Poju and Anita Zabludowicz, the Collection comprises international art since the 1960, with a major focus on artists based in Europe and North America from 1990s to today. Now caring for the work of over 500 artists, the Collection actively encourages the development of artists' practices beyond the act of buying and storing an object: from organising residencies and exhibitions to commissioning and supporting the production of new works of art, and collaborating with other institutions on the loans, gifts and exhibitions.

Our main public exhibition space is based in Chalk Farm, London where the role is located. Role may require national and international travel.

Contract: Permanent & Full Time / 40hrs per week

Working days: Monday to Friday flexible 8hr day between 8am - 8pm.

Salary and benefits: Starting salary will be £33-35,000.00 per annum depending on experience

Probationary Period: 6 months

Holiday entitlement: 25 days per annum

Private Medical Insurance and Dental Scheme after one year of joining.

Ideal start Date: Immediate / March 2022

The Role:

This is a new role that will create a consistent and clear communication strategy for a dynamic and forward-thinking private cultural organisation. The successful candidate will be proactive and passionate about art and used to self-directed working within a small team. They will have editorial and production skills for online content and significant knowledge of developments in the digital space. Experience of working in arts marketing and PR and liaising with press, either within an arts organisation or with an agency, is essential. There is significant scope for development within the role as communication strategies for the varied activities of the Zabludowicz Collection evolves.

Key tasks:

- Oversee commissioning, production, scheduling and delivery of digital content across all social and web platforms: including direction, editorial, upload and analysis.
- Manage website maintenance and development
- Maintain and develop press relationships and contact database
- Identify marketing aims and key messaging for all exhibitions and projects
- Develop and maintain social media platforms
- Maintain audience mailing list databases
- Develop partnerships and opportunities for international collaboration
- Editorial: set style guidelines and ensure are used across all platforms
- Briefing and training the team on internal and external communication

Key duties and responsibilities for the post are subject to annual review.

The successful candidate will be able to demonstrate:

- At least five years of professional experience
- Experience of managing and commissioning successful and impactful:
 - websites and content
 - social media strategies
 - video and audio content for use across on and offline platforms.
- Experience of working on press and communication strategies for art exhibitions or events
- Excellent knowledge of the cultural landscape and key individuals across varying levels, including emerging artists and spaces in the UK.
- Experience of working and liaising with external press, listings and advertising departments.
- Excellent time management and ability to prioritise.
- Ability to communicate clearly, and have a sense of humour.

To apply please email us a max 2 minute video telling us why you want to apply for the job, along with an up to date CV to: jobs@zabludowiczcollection.com

Closing date for applications: Monday 31 January 2022 or earlier.
Please apply now and we will interview as suitable applications arrive.