



Marketing and Communications Manager

- Salary:** £26,000 - £28,000 pro rata, dependent on experience
Hours: 18 – 20 hours per week
Contract: 6 months probation followed by rolling contract
Reports to: Extraordinary Bodies Artistic Directors
Employed by: Cirque Bijou
Location: Based in our Bristol office, with some flexibility for remote working. You will be working closely with our partners Diverse City, which will necessitate occasional travel throughout the south of England.



CIRQUE
Bijou



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ENGLAND**

About Extraordinary Bodies

Extraordinary Bodies is the UK's leading, professional, integrated circus company. We create bold, radical and joyous large-scale performance. Our leading artistic practice increases national awareness of the integration of D/deaf, disabled and non-disabled artists working equally together.

We make work with, for and about our communities; work that represents the diverse makeup of our society – onstage, offstage and in the audience.

We are a strong and unlikely partnership between leading showmakers Cirque Bijou and leading arts and diversity practitioners Diverse City. Our partnership breaks boundaries and our work does too.

About Cirque Bijou

Cirque Bijou pushes the boundaries of contemporary circus, street theatre and spectacle, seeking out the new, unexpected and extraordinary to create unforgettable and exquisitely-crafted shows for any stage or space.

We are leaders in the creation of innovative and groundbreaking shows with and for communities and clients worldwide, with emerging and world class artists, and for audiences of fifty to tens of thousands.

Our varied portfolio spans contemporary circus, spectacle and street theatre for arts and commercial festivals, public and private commissions, corporate events and parties, and rock and roll and stadium tours. We are experts in creating new artistic work with high production values for large-scale commissions.



The Role

This is a new role focussing specifically on arts marketing for Extraordinary Bodies. Including but not limited to:

- EB artistic programme
- EB wider offer and future opportunities
- EB company

The role is employed within Cirque Bijou but requires very close working with our partners, Diverse City, with whom we collaborate on Extraordinary Bodies.

This includes liaising and co-ordinating with Diverse City's Communications Manager and Content Creator and reporting directly to the Artistic Directors of Extraordinary Bodies.

Key Areas of Responsibility

Artistic Programme

- *What am I Worth?* indoor tour – liaising/negotiating with venues regarding marketing the tour. Managing assets and marketing distribution. Ensuring all marketing is accessible. Arranging targeted audience development work in the areas in partnership with venues. Ensuring audience data collection for NPO reporting purposes. Arranging documentation and press surrounding tour. This also applies to potential WAIW outdoor work.
- *Freaks* – supporting development of show for 2021, eventually developing/commissioning and managing show imagery, copy, design etc, developing promo pack and then tasks as per WAIW above.
- *Delicate* – as per WAIW indoor tour. Working in partnership with Circumference
- *Splash* – supporting further outdoor touring with venue/ partner/ stakeholder liaison, sharing of assets, arranging documentation, press, audience development, and audience data collection for reporting



Key Areas of Responsibility continued

Wider offer and future opportunities

- Ensuring marketing/profile raising as appropriate for talent development and artist development related work
- Representing EB at networking/industry events, forming relationships with current and potential stakeholders, partners and funders
- Making marketing collateral available for sharing at these events and for team members in a similar position
- Staying aware of potential opportunities for EB and up to date with current programme and thinking to ensure marketing output is reflective of that

EB company

- Profile raising around and publicity for EB's mission and sometimes profiling individuals
- Seeking marketing opportunities to ensure EB's messages reach desired target audiences as well as industry colleagues
- Development, management and oversight of EB marketing strategies, instruction of and support for other marketing, comms and content creation staff on Diverse City's team, as well as CB's own marketing output as appropriate
- Keeping a sensitive eye on the marketing of the partnership/the partners and understanding the nuances and how to draw benefit from this
- Operations: managing and updating website, Mailchimp, etc



Skills and Attributes

- Solid arts marketing experience in a comparable role
- Inclusive/accessible arts marketing
- Audience development strategies and delivery of those
- Planning and strategy
- Eye for detail – creative flair (needs to create great looking marketing docs and copy)
- Good interpersonal and written communication, including networking
- Sense of a good story and how/ where to pitch it; good all round comms skills
- Sensitivity to partnership/consortium working
- Excellent IT capabilities – including mac programs, keynote and Powerpoint, photoshop and design programs, Wordpress, mailchimp etc
- Experience of designing simple marketing materials and commissioning more complicated marketing materials
- Budget management
- Experience and success working with PR and press/ media



Jamie Beddard performs 'Weighting'
Photo © Rachel Lambert

Further Information

Company Ethos

Cirque Bijou are committed to sustainability, diversity and accessibility in all that we do. We are also committed to supporting and developing our staff and the post-holder will be offered training within the role, including access training if required.

Access

D/deaf and disabled applicants fulfilling the basic criteria for the role will be interviewed. If you have any specific access requirements for the interview or foresee any barriers to the proposed way of working, please specify if you are invited to interview.

How to apply

Please send us your CV (no more than 2 sides of A4) detailing relevant work experience and qualifications that recommend you for this role.

Please also send us a Vimeo link to a 3 minute video (e.g recording to a smartphone camera), telling us why you are applying for this position and why you are suitable for the role. We are not accepting written cover letters for this role.

Your application should be sent to ceri@cirquebijou.co.uk.

Deadline: Monday 9 September, 9am
Interviews: TBC, but likely w/c 16 September

If you have any questions regarding the role or would like to speak to someone in advance of applying, please call our office on 0117 902 9730 and speak to Billy Alwen or Laura Drane.

What happens next

If you are shortlisted, we will contact you via email and/or telephone to invite you to interview. At this point, we will ask you to provide details of two professional references, who we will not contact except if we later decide to offer you the job.

Thank you for your interest in this role and we look forward to receiving your application.