

Redeye, the Photography Network

Brief for Freelance Communications Assistant

Freelance fee:	£15 per hour based on up to 15 hours per week (2 days)
Location:	From home, online, with some in person activity
Reporting to:	Operations Manager
Duration:	1 August – 15 December 2023
Flexible working:	We welcome flexible working patterns providing business needs are met and delivered. Weekend and evening work is expected.
<u>Purpose:</u>	To effectively communicate and promote the Redeye programme to current and new audiences.

Key responsibilities:

- **To maintain current social media channels** through actively creating and sharing a variety of content from Redeye's programme and relevant sector partners
- **To write copy and collate content for Redeye's newsletter** including ensuring images are resized, checking copyright and gaining permissions for image use etc
- **To update the Redeye website**
- **To research and collate opportunities for photographers** to share across the sector through newsletters, website (eg Blog posts), and socials (eg stories)
- **To maintain communications with members** – including individual emails and membership newsletters
- **To support delivery of Redeye events** both in person and online – including capturing content to be used in marketing materials
- **To support evaluation** through providing data/analytical reports eg how many people opened the newsletter, user activity on social media channels
- **To build knowledge and sharing networks** through ongoing research into photographers, and active engagement with key developments in visual arts and photography sectors
- **Encouraging non-members to join Redeye**
- Any other duties commensurate with the post

Essential and Desirable skills, experience and knowledge:

- E Demonstrable interest in contemporary photographic practice
- E Demonstrable experience in managing social media accounts (personal or professional)
- E Enthusiasm for writing copy and/or proof reading others copy
- E Ability to research and collate opportunities
- D Digital knowhow eg knowledge of website management, and an understanding of databases.
- D Supporting delivery of public facing events

Freelance responsibilities

Responsible for paying own income tax, pension contributions and national insurance.

Responsible for paying and organising own insurance such as public liability insurance and Professional Indemnity Insurance.

ADVERT

Redeye is looking for a freelance Communications Assistant to support the organisation during an exciting period of change. The role would suit a recent graduate with excellent written communications skills, adept with social media and with an interest in photography. The successful candidate will join a small, experienced and friendly team who are passionate about photography in all its forms. We don't anticipate that candidates will have vast experience, but we do expect candidates to bring enthusiasm and attention to detail in equal measure. This is an ideal job to gain experience and develop valuable skills in the cultural sector.

If you would like an informal conversation about the role before applying, please contact our Interim Head of Programme, Charlie Booth on charlie@redeye.org.uk. Please note Charlie works part time so there may be a delay of a few days to reply to queries.

Fixed term from 1st August – 15th December 2023

Hours: up to 15 hours per week (2 days), flexible working around needs of the role. Weekend and evening work expected.

Fee: £15 per hour

How to apply: Please send your CV with an expression of interest explaining how your skills and experience will enable you to deliver the brief.

Applications should be sent to: info@redeye.org.uk by 9am on Monday 17th July.

Interviews are expected to take place online on Tuesday 25th July 2023.