

the mosaic rooms



Job Description: Communications Manager

Responsible to: Director

Opportunity type: permanent – 4 days a week, with occasional overtime

Working Hours: 10am-6pm

Salary: dependent on experience

Description

The Mosaic Rooms, a non-profit gallery and cultural space promoting contemporary Arab culture in London, is looking for an experienced Communications Manager to join their team.

You will manage the effective and timely communication of the organisation's full range activities (including contemporary art exhibitions, weekly programme of events, bookshop, venue hire etc), implementing a mix of targeted marketing and press campaigns to engage audiences and drive attendance. You will also work on brand development, collaborations and commercial activities ensuring clear and consistent communication across all platforms.

Key Duties

- Devise, implement and evaluate PR campaigns for The Mosaic Rooms exhibitions and programme of activities
- Devise, implement and evaluate marketing campaigns for The Mosaic Rooms exhibitions, events and commercial activities
- Develop close relationships with a broad range of media including broadcast, online, arts, consumer, national, regional and local media contacts.
- Devise, implement and evaluate audience development/ engagement strategies

Contemporary Culture from the Arab World

The Mosaic Rooms A.M. Qattan Foundation Tower House 226 Cromwell Road London SW5 0SW
T. 020 7370 9990 info@mosaicrooms.org www.mosaicrooms.org



An A.M.Qattan Foundation project
Registered charity no.1029450
www.qattanfoundation.org

the mosaic rooms



- Devise, implement and evaluate initiatives that align with the values of The Mosaic Rooms and enhance its reputation, profile and reach to new and existing audiences
- Provide marketing support for the A.M. Qattan Foundation's UK events and projects
- Take overall responsibility for the organisations website, database and social media
- Write copy for press and marketing material (including press releases)

Experience and Skills

- Proven experience of delivering strategic, timely and effective marketing campaigns for similar cultural organisations
- Track record in developing successful communication strategies
- Thorough knowledge of leading critics, art journals, national, consumer, broadcast and online media
- Excellent written and verbal communication skills including copy writing experience
- Digital marketing expertise (familiar with SEO, web editing, social media strategies)
- A strong interest in the activities and aims of The Mosaic Rooms and art and culture
- A degree or professional qualification in marketing
- Excellent IT skills as well as working knowledge of Indesign, Photoshop, and Mac proficiency
- Languages, including written Arabic (desirable)
- Experience of using Filemaker database (desirable)

Please apply by emailing you CV and cover letter (detailing how you meet the above criteria) to info@mosaicrooms.org by 20 February 2016.

Contemporary Culture from the Arab World

The Mosaic Rooms A.M. Qattan Foundation Tower House 226 Cromwell Road London SW5 0SW
T. 020 7370 9990 info@mosaicrooms.org www.mosaicrooms.org



An A.M. Qattan Foundation project
Registered charity no. 1029450
www.qattanfoundation.org