



## Marketing Assistant – Wildside Festival

### Role Description

Title of post: Marketing Assistant – Wildside Festival  
Responsible to: Marketing Manager  
Volunteering hours: **Flexible – 1 day a week - Monday – Friday 9-5**

### General Information

Derbyshire Wildlife Trust is seeking a volunteer to assist the Business Development Team with promoting the Trust's Wildside Festival. The role will primarily be office based, but there will be some opportunities to assist with onsite promotion and festival set up. The position would suit a graduate in Marketing or Events.

### Main duties

- Assisting in delivering the marketing plan for Wildside Festival.
- Producing festival promotional content, videos, blogs, editorial.
- Contributing to the festival's social media accounts.
- Ordering and distributing festival posters, flyers and banners.
- Contributing to the festival website.
- Managing competitions and ticket offers.
- To assist with media and PR for the festival and be the media contact on the day (15<sup>th</sup> June 2019)

### Skills / Qualifications Required

- Ideally a degree or equivalent qualification in Marketing or event management.
- Experience of Microsoft Office (Outlook, Access, Excel and Word).
- Experience of Lightworks or similar video editing software.
- Experience of managing social media accounts.
- Be a blog author / experience of producing fresh and engaging content.



***Personal Qualities:***

- Ability to prioritise workload
- Methodical and accurate
- Mature and responsible attitude
- Able to work effectively on own initiative and as a member of a team
- Good communication skills
- Personable and sociable
- Commitment to the work of the Trust

**Training**

A full induction will be given and ongoing training provided to carry out the tasks.