

Web and Content Assistant (Fixed Term)

Job Description

Responsible to: Content Manager

Overall Purpose and Key Responsibilities

To assist the Content Manager and Content team with the delivery of National Theatre of Scotland's content strategy, including updating and maintaining the Company's website, and assisting in the creation and management of engaging multi-format digital content for the organisation's varied projects and activities.

Main Duties:

Website

- Update and maintain the National Theatre of Scotland website, ensuring that all content is kept current and accurate
- In collaboration with the Content Manager, create engaging and informative online content that presents the company's varied activities as well as reflecting the organisation's mission and values.
- Assist with the regular optimisation of visitors' journey in order to reach the National Theatre of Scotland's sales, participation and fundraising targets.
- Assist with the creation and implementation of the organisation's SEO strategy.
- Ensure best practice accessibility guidelines and standards are implemented across all website content.
- Liaise with the website agency to report and resolve issues with the website.
- Support the Content Manager in the delivery of website projects and identify opportunities for future development.

Film and Photography

- Assist with all aspects of the organisation of photo and film shoots, including location scouting, scheduling, sending contracts, and managing expenses.
- Be present as shoots as required to assist the Content team.
- Assist in the creation of captions and the organisation of BSL interpretation and audio description to ensure National Theatre of Scotland films are accessible for all audiences.
- To record the organisation's projects and activities, in film or photography, using a mobile phone, as required.
- Help maintain our photography archive with clearly labelled folders and credits.

Administration

- Keep the content delivery calendar updated, with requests from the Audience and Media team as well as other NTS departments.
- To attend meetings in place of the Content Manager where necessary to take notes and report back.
- Any other duties as required by the Line Manager.

Skills and Experience	Essential	Desirable
An interest in digital content, photography, films and social media	√	
Experience of updating and editing a website, preferably for a creative organisation		√
Good working knowledge of Microsoft Office software (Word, Excell) and a confident user of online working tools (Teams, Google suite, Trello, Slack)	√	
Demonstrable time management skills and an ability to drive tasks forward to meet deadlines	√	
Be highly flexible in a fast-paced environment and able to work collaboratively with multiple departments	√	
Excellent attention to detail and high level of accuracy	√	
A proactive personality, able to identify and resolve issues	√	
Ability to manage multiple priorities, meet deadlines and manage a busy workload	√	
Open to new learning and development experiences and willing to respond to new initiatives	√	
Excellent communication skills and the ability to work closely with colleagues to achieve shared goals	√	
Identifying as from any of the Company's priority underrepresented groups including: people of colour, deaf, disabled people, Gaelic speakers, BSL, neurodiverse		√

Terms and Conditions of Employment

Annual salary: £18,500

Contract Term: Fixed term, 1 year

Holiday Entitlement: 34 days per annum (including public holidays) for full time staff

Probationary period: 6 months

Notice period: 1 month

Pension: We make an 8% contribution into our group personal pension plan on condition that the employee makes a minimum contribution of 4%.

Place of Work: Based in our office in Glasgow but will be expected to attend events, performances, and briefings wherever our presence will be expected.

Hours of work: 35 hours per week and as necessary to fulfil the scope of responsibilities within the post, including attendance at National Theatre of Scotland performances and meetings out with office hours

