



## Volunteer Marketing Assistant Role Description

Volunteering to support our social media and marketing efforts will directly impact our marketing and promotional activities. Answering to the Marketing Assistant, you will be responsible for drafting content for assigned social media posts, posters, and flyers to help promote our wide range of programming from theatre performances, live music events, community groups, events and movies.

In return, we hope that your time at The Mowlem will prove a rewarding and fun experience for volunteers aged 16 and upwards.

### Responsibilities:

- Drafting engaging, easy-to-read social media updates for Facebook, Instagram and Twitter
- Sourcing pictures and videos to accompany your carefully crafted text
- Creating posters and flyers to promote our events and films
- Proofreading marketing content produced by the Mowlem team
- Distribution of marketing materials

### Person Specification:

- You have experience running social media accounts for a business, charity or brand
- You know how different social platforms work, including how and when to use hashtags
- You are a competent writer and enjoy creating engaging content
- You have an interest in theatre, cinema, the arts or other community events
- You can work remotely, independently and can be relied upon

The benefits to the Mowlem volunteering roles will be detailed in your interview.

All volunteers may be required to undergo a Disclosure and Barring Service (DBS) check where appropriate to the role.

The Mowlem is a registered charity committed to equity, diversity and inclusion. We welcome volunteers from all backgrounds and communities, and actively encourage applications from people of all identities and lived experiences.

If you have any questions regarding volunteer positions, please email [volunteer@themowlem.com](mailto:volunteer@themowlem.com), and we'll get back to you.

*Mowlem Institute Charity*  
Reg. No. 243486

[www.themowlem.com](http://www.themowlem.com)

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