



Marketing & Press Manager – Maternity Cover

Part Time [27.5 Hours/week / 5.5 hours/day / 0.73 FTE]

7 Month Contract to start October 2025

Job Description - September 2025

Exeter Phoenix is a vibrant, fast-paced arts venue located in Exeter's city centre. Our programme spans live music, theatre, contemporary visual arts, cinema, dance, comedy, classes and workshops, talks and more, as well as providing support and development opportunities for the region's creative community. Exeter Phoenix is also a charity, and our role as a creative organisation in the community is a core part of what we do.

We are seeking an experienced and dynamic marketing manager with the skills to lead the marketing team for 7 months, delivering the 2025/26 marketing plan in line with Exeter Phoenix's organisational strategy and business objectives.

The role will be well suited to an individual with marketing and PR experience in the arts, media or charity sectors, who can think analytically and strategically as well as creatively. The ability to work in a fast-paced environment with competing priorities will be vital, as well as the ability to balance a busy workload and that of a busy team, whilst maintaining and growing relationships with agencies and external stakeholders.

Terms

- Salary range depending on experience - £26,000 - £27,800 Pro Rata.

- This is a part time post (27.5 hours or 5.5 hours per day, Monday - Friday days, 0.73 FTE)
- Holidays – 12.43 days, including Bank Holidays
- Responsible to: The Director, The Fundraising and Development Manager
- Responsible for: Graphic Designer, Marketing Officer, Marketing Assistants (x2)

This role will be undertaken in person from our offices at Exeter Phoenix, but flexibility for some home working is possible (up to 1 day per week).

Employee Benefits

- Free ticket and a +1 to a wide range of Exeter Phoenix shows and experiences
- A free daily hot drink and free soft drinks from the Exeter Phoenix Cafe Bar
- 50% off food from the Exeter Phoenix Cafe Bar
- Health Shield - Cash wellness plan after being employed for 6 months
- Arts Marketing Association membership

How To Apply

Read the job description and person specification below, then send a completed application form with the subject line "Marketing Manager Maternity Cover Application" to emy.mordue@exeterphoenix.org.uk.

You can also email Emy for support with the application form or any questions.

The closing date for application is: Sun 05 Oct 2025, 11.59pm

Interviews will take place on Wed 08 Oct 2025.

Once you have sent in your application, please complete our equal opportunities monitoring form. This is anonymous and helps us understand who we are reaching.

Marketing & Press Manager - Maternity Cover: Job Description

Principal Aims

- To deliver the 2025/26 Marketing Plan, and adapt as necessary.
- To balance maximising income generation with our values, meeting the needs of our communities and our funding conditions.

Key Responsibilities – To be carried out with support from the marketing team

- To oversee and project manage all Marketing Activity at Exeter Phoenix and sister venues
- To manage the output and monitoring of social media channels (Facebook, Instagram, LinkedIn)
- To manage the planning, production and distribution of regular print content such as posters, flyers and film listings. This may include occasional design work (Canva, Adobe Creative Suite)
- To work with our web development agency with ongoing maintenance and improvements on the website.
- To monitor the e-newsletter schedule (Dot Digital).
- To manage the press communications output and press calendar.
- To oversee and keep track of the annual marketing budget.
- To monitor and report on key metrics in support of the marketing and organisational strategy (Google Analytics, Spektrix).
- To line-manage and support the development of the marketing team.

Specific Duties - To be carried out with support from the marketing team

- To implement and manage campaigns for key events such as our annual film festival, seasonal gallery openings and our festive show at Christmas.
- To work with our ticketing system (Spektrix) to keep track of sales and report on ticketing trends.
- To act as the Data Protection Officer for the organisation, managing customer data Protection and Data Sharing Policies and advising other members of the organisation.
- To maintain press, artist and local partner lists and monitor and maximise coverage.
- To maintain and manage listings on external sites and through partner organisations.
- To regulate use of the Exeter Phoenix logo and venue information in printed and digital materials, to ensure brand consistency.
- To attend networking and training events and maintain and grow relationships with partners.
- To represent Exeter Phoenix at industry events where required.
- To support individual programming teams in live performance, music, cinema, galleries, courses and external hires/ community events.
- To work with the Creative Hub Coordinator on the development of the Exeter Phoenix Creative Hub.
- To work with the EDI Champion to improve accessibility across marketing channels.
- To work with the Fundraising and Development Manager to support fundraising campaigns, fulfil sponsor agreements and evaluate donation behaviour.
- To work with the Fundraising and Development Manager and Visitor Services Manager to collect relevant and useful feedback that supports funding criteria and audience development.

- To work with the Visitor Services Manager to ensure excellent and consistent communication and customer service at all levels.
- To work with the Director in reporting on activity to Arts Council England
- To work with the Green Phoenix Coordinator to raise awareness of sustainable activity.
- To undertake any other tasks as deemed appropriate by the Director.
- Some infrequent evening and weekend work may be required, specific to events, with time in lieu offered.

Person Specification

E = Essential, D = Desirable

Experience	
At least 1 years' marketing experience in a managerial role	E
Experience managing people	E
Knowledge of and interest in the arts	E
Experience working in an arts organisation	D
Experience of creating and delivering media and press communications	E
Experience creating print and digital publicity materials	E
Experience delivering campaigns on social media (including using Meta Ads Manager)	E
Experience managing external contractors/agencies	D
Experience of community outreach	D
A proven commitment to inclusion, diversity and equal opportunities	E
Skills	
Outstanding written and verbal communication skills, including proof-reading and editing skills	E
Excellent interpersonal skills	E

Strong project management skills, with the ability to plan, prioritise and deliver multiple complex workloads effectively	E
PC and/or Mac literate	E
Numeracy and budgeting skills	E
Working knowledge of Wordpress or other website CMS	E
Working knowledge of Spektrix or other Box Office software or CRM	D
Working knowledge of Email marketing platforms (Dot Digital or other)	D
Familiarity with Canva and/or Adobe Suite (Photoshop, InDesign)	D
Ability to develop strong working relationships with key contacts inside and outside of the organisation	E
Ability to work flexibly in a fast paced environment	E