



Marketing Assistant

January 2025

The Estorick Collection is looking for an enthusiastic individual to join our team as a Marketing Assistant.

The Museum

The Estorick Collection of Modern Italian Art opened in London in 1998. A Grade II listed Georgian town house, it was originally restored with support from the Heritage Lottery Fund. The museum includes a bookshop, café, six galleries and an art reference library. The Collection is known internationally for its core of Futurist works, as well as figurative art and sculpture dating from 1890 to the 1950s. The exhibition programme continues to address artists, movements, and questions in ways that change our understanding of Italian art and culture.

Conditions of work

Working hours: Full Time (37.5 hours, 5 days a week 9.30am - 6pm) - Fixed term (12 months)

Salary: £25,650 pro rata

Holiday: 4 weeks pro rata as well as statutory bank holidays

Reporting to: Marketing and Development Manager

About the Role

- Working with the Marketing and Development Manager to organise all marketing materials for exhibitions and other museum events, arranging printed material, advertising and distribution
- Preparing press materials for distribution and liaising with the press office
- Putting together email newsletters and updating the website
- Social media content creation, scheduling, and user interaction
- Producing visual materials for marketing, social media, etc. in line with museum branding
- Support digital operations (website, online ticketing system, online shop, etc.)
- Supporting sending out bulk mailings of leaflets from databases, organising leaflet and poster distribution by hand and post

- Assisting the Marketing and Development Manager with marketing administration
- Helping with organisation and logistics for museum events, both online and in-person as well as supervising and assisting at events such as exhibition openings, evening lectures and private receptions
- Organising and collating visitor survey data
- Looking after the archiving of press cuttings and all photographic material
- Dealing with general correspondence and enquiries
- Opening and closing the museum when required
- Providing administrative support for all museum activities and carrying out such other duties as may be required by the Director

Person Specification

- Previous experience in marketing, ideally in a museum or gallery
- Excellent communication skills both verbal and written
- Flexibility and willingness to work evenings when required and experience of working events
- Experience of office work and administration
- Knowledge of social media platforms and scheduling tools
- Experience of producing social media content, ideally in an art/museum context
- Good knowledge of the Adobe Suite (Photoshop, Illustrator, InDesign, Premiere Pro) and or other graphic design tools
- Attention to detail and experience in copyrighting and editing
- Strong IT skills and experience of email newsletters and databases
- Ability to take initiative and work independently as well as within a team
- An organised and flexible approach, willingness to get involved in all areas of the museum
- Commitment to promoting equality, diversity and inclusion in museums and making cultural organisations accessible to broad audiences
- Knowledge of/interest in art and modern art history

**To apply, please send your CV and a covering letter to the Director
Roberta Cremoncini, curator@estorickcollection.com by Wednesday 22 January.**

Interviews will take place on Monday 27 January 2025.

We try to respond to applications, but our resources are limited, and it may not be possible to contact all unsuccessful candidates. To find out more about this position please email curator@estorickcollection.com.