

Role: Marketing Assistant - Full Time

Salary: £22,557 - £24,000

Holiday: 23 paid days off + closed over the Christmas period.

Probationary period: 6 months

Location: Remote working with regular meetings in Manchester & London

Report to: Communications and Publicity Manager

Industry: Film & Cinema

elevenfiftyfive

We are driven by our passion for movies, creativity, and the desire to produce ground-breaking work. Our services include: Creative, Strategy, Partnerships, Experiential (irl & online), Content Creation, Insights, Influencer Engagement & Tech.

Read more about who we are and what we do [here](#).

the role

We're looking for an enthusiastic Marketing Assistant to join our creative team. The role is varied and will allow you to get stuck into all elements of our work; client campaigns, film partnerships, screening events and social media, including [MASSIVE Cinema](#), of which we are the proud creators.

This is a junior role offering an exciting opportunity to break into the film and cinema industry.

MASSIVE Cinema is supported by the BFI, awarding National Lottery funding, and gives young audiences in the UK the chance to see some of the most exciting films of the year, celebrating British filmmaking talent in front of and behind the camera. MASSIVE will be your main project, but the role will also support all client briefs, campaigns and events that come our way.

key responsibilities

- supporting the marketing team on all aspects of social media management, including the day-to-day running of the MASSIVE Cinema social media accounts
- planning and maintaining a rolling editorial calendar for social media, email and web content for MASSIVE, anticipating upcoming releases and focus films
- creating engaging social content, including production of original social media graphics, video and multimedia assets, including at live events
- assist the marketing team on wider marketing activity for MASSIVE, including, but not limited to, partner outreach, influencer marketing and PR
- support the marketing team on all client projects, including content planning, management and asset creation for client marketing channels when needed
- contribute to client pitches and reporting docs – ideas, research, design, budgeting
- occasionally support the production team on brand campaigns and online and real-world event management
- manage the day-to-day running of the elevenfiftyfive social media accounts and update the eff website

- manage the info@elevenfiftyfive.com email account and campaign email accounts
- attend screenings and events where required (some of which may be outside of core working hours, for which you will receive time back in lieu)
- act as the default point of contact for the company and support on general company admin

essential criteria

- extensive knowledge of social media platforms, particularly Instagram & TikTok
- experience creating content for social media use
- experience managing the day-to-day running of multiple social media accounts
- experience is using MS Office, Keynote, Gmail, Google docs and project management tools
- experience using Adobe Photoshop, Illustrator and/or In-Design
- a clear, fluent writing style with strong editorial judgement
- strong attention to detail and an ability to work to deadlines
- strong decision making and problem-solving skills
- an eye for what looks great (and what doesn't!)
- positive, self-motivated, kind
- a love of film and television with a finger on the pulse of pop culture

desirable

- experience working with agencies, clients, brands, film or cinemas
- experience in event cinema
- experience in growing an organic social media presence from scratch
- knowledge of Squarespace or any similar CMS
- experience in SEO and/or writing for the web
- experience of planning and booking paid social media advertising
- video editing skills
- campaign and/or event production experience

perks

- work from home / flexible co-working
- free monthly cinema tickets and snacks for you and a friend
- home office expenses
- £50 monthly therapy or mental health support
- £50 per quarter for development and inspiration
- industry mentorship programme

Please send your CV and a cover letter of no more than 300 words to info@elevenfiftyfive.com. Closing date for applications is midnight, Monday 13th June.