

ONCA Communications Manager 2021

ONCA is a Brighton-based arts charity that bridges social and environmental justice issues. With our public programmes we create inclusive spaces for collaborative learning, artist support and community solidarity. We are excited to announce an opportunity to join the ONCA staff team: we need a Communications Manager to take a leading role in building our profile and increasing the reach and impact of ONCA's work.

Hours: 15 hours (2 days) per week.

Location: Working will be a mix of home working and regular weekly working at an ONCA venue.

Salary: £25,000 per year, pro rata

Strategic responsibilities

- Have a clear overview of ONCA's programme and target audiences and ensure our work is marketed appropriately
- Help build and maintain our supporter and donor base and use a donor management system
- Increase ONCA's reach and reputation (both locally and nationally) as an arts provider in East Brighton, as a gallery and as a co-working space
- Lead on audience development through data analysis and through our accessibility and inclusion strategy
- Lead on the creation of audience development, marketing and press strategies and action plans overall and for specific projects, so that suitable marketing plans are in place to support the delivery of ONCA's activities
- Support the development of ONCA's reporting and evaluation methodologies
- Develop fundraising communications that support ONCA's fundraising strategy and organisational financial sustainability
- Forge relevant relationships with local organisations to cross-share opportunities and develop audiences
- Be proactive in reaching out to new audiences

Operational responsibilities

- Attend regular staff team meetings (these are currently 1.5 - 2 hours fortnightly but this may increase to weekly) and meetings with other ONCA staff as necessary
- Support team to ensure website is updated with current and upcoming exhibitions and events
- Lead on website developments to ensure user-journey and experience is optimised
- Draft monthly newsletters
- PR: liaising with press, updating contact list and developing media relationships
- Help community artists to document and share projects eg Dresscue, Curiosity Club
- Transcriptions and subtitling, image and audio descriptions (with support from volunteers)
- Content creation for our platforms - Soundcloud, Instagram, Facebook, YouTube, Twitter, regular

blog posts - through text, photography and video

- Lead on social media, scheduling content for current and upcoming exhibitions and events and keeping the platforms up to date

Essential skills

- Commitment to and knowledge of accessibility - using gender inclusive language, awareness of disability justice etc
- Commitment to and experience of decolonial/ anti-racist practice
- Previous experience in a similar role
- Audience development experience - especially experience of reaching non-gallery goers and other non-arts audiences
- Project documentation skills - eg videography, photography, blogging
- Social media savvy and enthusiasm
- Knowledge of donor systems
- Good team working
- Agile mindset

Desirable skills

- Proofreading
- Experience of fundraising
- Knowledge of the arts and/ or environment sector
- Videography experience (includes editing)

HOW TO APPLY

Please email persephone@onca.org.uk with CV, references and covering letter or video explaining why you think this role is right for you. Use 'ONCA Communications Manager' in the subject line.

We acknowledge structural exclusion in the arts, and are actively striving to make ONCA a more inclusive organisation. We are keen to encourage applications from people who may face barriers to employment in the arts (e.g. POC, LGBTQIA+, disabilities). [Click here to read our equal opportunities policy.](#)

If you have a disability and/ or access needs and would prefer to apply in a different format or would like us to make reasonable adjustments to enable you to attend an interview, please contact info@onca.org.uk or call the office on 01273 607101.

Deadline: midnight, Sunday 15 August 2021

Interviews: w/c 6 September 2021

Role starts: October 2021