

## **ROLE: Marketing Assistant (Part-time, 2 days per week)**

We are looking for a creative and motivated Marketing Assistant to support the day-to-day operations of our Marketing department. This flexible, part-time role is ideal for someone with a passion for film looking to begin a career in arts marketing. You will have the opportunity to be involved in shaping future marketing campaigns, and develop your skills in digital content, CMS management, design, email marketing and more.

## **CONTEXT**

Filmhouse cinema is run by Filmhouse (Edinburgh) Ltd. This company, which has charitable status, has run Filmhouse cinema since its reopening in June 2025 (distinct from the entity that ran Filmhouse on the same site from 1979–2022).

Filmhouse is regarded as a key cultural institution in the City of Edinburgh and as such is funded by the City of Edinburgh Council (CEC) (primarily to deliver a learning and engagement programme) and by Screen Scotland / Creative Scotland via Multi-Year Funding. Filmhouse consists of four cinemas, a café-bar with a capacity of 100 covers, and a learning and engagement programme. The venue operates seven days a week.

Our purpose is to connect people with film as a life-enriching art form and leisure activity by curating and presenting a highly diverse and culturally inclusive public programme of films and events, and through formal and informal learning and outreach. As a hub for cinema, we offer an anchor for Edinburgh's and Scotland's film culture by providing a home for film lovers and the film-curious; by enabling like-minded partners, and an array of film festivals; and by showcasing work by local filmmakers and students as well as developing and maintaining specialist professional skills and infrastructure. Filmhouse brings value to the community by being a space where people can connect with one another through shared experience of film, in a setting which is financially accessible for audiences.

Filmhouse aims to create a diverse and inclusive workplace, and we are committed to building a team that reflects a wide variety of skills, perspectives and backgrounds. We are an equal opportunities employer and encourage applications regardless of age, sex, gender identity, sexual orientation, gender reassignment, marital status, pregnancy, parenthood, religion or belief and disability. If you require any reasonable adjustments in our recruitment process, please let us know.

Filmhouse is committed to the Fair Work principles.

## **Job title: Marketing Assistant**

Salary: £10,491 pro rata (£26,227.50 per annum)

**Hours:** Part time, 2 days a week (15 hours total, with half-hour unpaid lunch break)

**Benefits:** Free cinema tickets, free meals whilst on shift, substantial F&B discounts, staff screenings and other benefits are offered alongside Filmhouse's salary and holiday provisions.

## Responsibilities:

- Coordinating with film distributors and partners to obtain promotional assets
- Building relationships with community groups to support event promotion
- Drafting and sending targeted email campaigns
- Supporting updates to the Filmhouse website and maintaining accurate information
- Proofreading all marketing materials
- Assisting staff during events as needed
- Producing and managing promotional materials
- Contributing to content creation for Filmhouse social media channels
- Participate in campaign brainstorming sessions
- Provide and support the general administration of the department
- Support wider Marketing team where required

## Essential:

- A genuine and demonstrable interest in arts marketing
- A good knowledge of and passion for film
- Excellent written communication skills
- High attention to detail
- Strong organisational skills and experience managing multiple priorities
- Understanding of digital marketing and social media

## Desirable:

- Experience in design editing tools such as Canva or Adobe Creative Cloud suite
- Experience in social media content creation, including using editing software such as CapCut or Edits
- Proficiency in Microsoft Office
- Experience working within a film or arts organisation
- Familiarity with CMS platforms such as WordPress or Squarespace

## How to apply

To apply, please send your CV and a cover letter (no more than 300 words) with information for two references to [recruitment@filmhouse.org.uk](mailto:recruitment@filmhouse.org.uk) with the email subject line "Marketing Assistant – (name)". **These should be combined into a single PDF with your full name as the filename.**

Please fill out the Equal Opportunities Monitoring Form via the link on the Jobs page on our website.

The closing date for applications is 5pm on Mon 13<sup>th</sup> April.