



# Communications & Marketing Assistant

May 2026

## Communications & Marketing Assistant role

The Communications & Marketing Assistant will play a vital role in the day-to-day operation of Emma Rice Company, supporting the Creative Director in the planning, creation and delivery of communications and marketing activities; helping the organisation promote its work and engage its audience with successful campaigns and accurate and consistent communications.

The Communications & Marketing Assistant will provide support to the wider team on all aspects of press and marketing for our productions and activity, including, but not limited to, scheduling social media, compiling biographies, press packs and keeping our websites up-to-date.



## About Emma Rice Company

Launched in 2018 (as Wise Children), Emma Rice Company is an international touring theatre company based in the South West. Created and led by award-winning director Emma Rice, we make ground-breaking and accessible work with exceptional artists. Alongside our shows, we run a unique professional development programme, training a new and more diverse generation of theatre practitioners.

In just seven years, we have established ourselves as one of the best-known and loved artist-led touring companies working in the UK today. We have made eleven original shows; toured to 38 venues across seven countries; made films for multiple platforms including the BBC and Sky Arts, which have been broadcast around the world; lovingly renovated an old church in order to transform it into The Lucky Chance, our permanent home and the centre of our operations; trained over 1,000 aspiring theatre makers; and reached more than 400,000 people in-person and online with our work.

The next few years look set to be equally exciting as we kick off The Director's Cut, a partnership with Theatre Royal Bath which will see us revive some of Emma's iconic past productions, and make new work with the RSC and Chichester Festival Theatres.

We are a registered charity and an Arts Council National Portfolio Organisation, with our core funding secure until March 2028.



## Job Description

**Job title:** Communications & Marketing Assistant

**Reports to:** Creative Director

**Working with:** Executive Director, Associate Producers, Head of Organisation

**Contract:** Initial 1 year with the intention to renew

**Hours:** Full Time

**Working Hours:** Monday to Friday 10 am – 6 pm.

We are a busy theatre company and our hours may include evenings and weekends.

**Location:** Option to be based at either of Emma Rice Company's office locations in Bristol or Frome.

**Preferred Start date:** w/c 17th August 2026, or as soon as possible

**Salary:** £27-£32k, dependent on experience

## Roles and Responsibilities

- Work closely with the Creative Director to plan and deliver marketing campaign plans for each of our productions, events, venues (The Lucky Chance), development and training programme activity.
- Produce engaging content for digital channels (website, social media, email newsletters)
- With the producing team, liaise with our touring partners and co-producers to ensure assets required are available to them.
- Ensure consistency and accuracy across all communication material in liaison with the Creative Director.
- Ensure assets across all departments are consistent with the Emma Rice Company brand and style guides.
- Ensure all our digital and print assets meet current accessibility standards, e.g. WCAG 2.0
- Support the Creative Director with scheduling of social media and help respond to questions.
- Day-to-day maintenance of Emma Rice Company's website and micro-sites.
- Assist in maintaining our mailing database With the Head of Organisation.
- Assist in running of box office and ticket systems as required.
- Assist the Head of Organisation in the creation of email newsletters.
- With the producing team, create show programmes and cast lists.
- Assist on video and photo shoots as required.
- Attend, assist and support the wider team on press nights, galas and events.
- With the producing team, manage press and guest lists and invitations for shows and other events.
- Liaise with our PR rep to create press releases.
- Manage press reviews, including agreeing on usage with partners and archiving reviews.
- Commission production photographers, manage licences, credit and approve images with the Artistic Director.
- Proofread digital and offline marketing materials.
- Manage our play text releases.
- Assist with the creation and management of our merchandise.
- Play a role in the life and activity of the company and representing the ethos of Emma Rice Company.

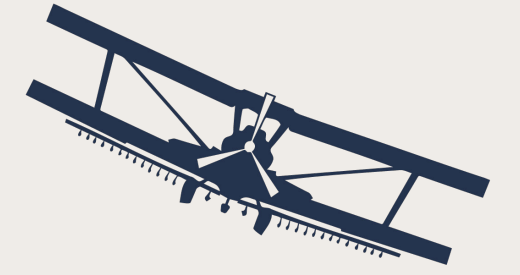


This is not an exhaustive list. Emma Rice Company is a small, ambitious and ever-changing company, which can mean going from collecting props from our store, filming a vox pop and serving behind The Lucky Chance bar on any given day! We want someone who is ready for the crazy adventures, numerous pickles and madcap schemes that we often find ourselves tangled up in.

# Personal Specification

## Essential

- Experience in a marketing and communications role.
- Digital marketing skills (social media, email platforms, CMS tools)
- Excellent communication skills, both in-person and written
- Attention to detail and high level of accuracy when proofreading
- Excellent organisational skills
- Enthusiastic about the work we do
- Ability to prioritise a busy and often complex workload
- Experience using MS Office, Word and Excel
- Experience using Adobe Creative e.g. Photoshop or InDesign and willingness to learn more
- Knowledge of accessibility and inclusive marketing practices
- At least one year's professional experience in an administrative role



## Desirable

- Knowledge and enthusiasm about Emma Rice and the work of Emma Rice Company
- Experience working in communications in the arts or nonprofit sector.
- Experience of any Box Office system
- Experience of any non-linear editing software such as FCP/Resolve/Premiere



Emma Rice Company is committed to equality of opportunity for all staff, and applications from individuals are encouraged regardless of age, caring responsibilities, disability, gender, gender identity, marriage civil partnership, pregnancy and maternity, race, religion or belief, and sexual orientation.

We actively seek people from a variety of backgrounds with different experiences, skills and stories to join us and influence our work. We are keen to hear from candidates whose identities or backgrounds are underrepresented in our workforce and particularly encourage applications from members of the Global Majority, d/Deaf and disabled applicants and individuals who identify as neurodiverse.



## How to Apply

To apply, please complete the application form [here](#). The application form will also ask you to complete a small task. Please upload your completed task to the application form where indicated, or email your task to [recruitment@emmaricecompany.co.uk](mailto:recruitment@emmaricecompany.co.uk)

Once you have submitted the above, please also complete the Equal Opportunities Monitoring form [here](#). Through this monitoring we collect anonymised data in order to improve our recruitment strategies. This form will be separate to, and will not be used to assess your application.

All applications must be received by 5pm on **Friday 3rd July 2026**.

Shortlisted applicants will be invited to interview on Wednesday 15th July at our office in Bristol.

If you would like further information, support with access requirements for application or interview, or have any queries about the post, please contact Head of Organisation, Steph Curtis on 0117 3137640 or [recruitment@emmaricecompany.co.uk](mailto:recruitment@emmaricecompany.co.uk)

