

# Publicity Assistant



Job Description  
Person Specification

January 2019

**G Live** is one of 12 venues within HQ Theatres & Hospitality's (HQT&H) current portfolio of regional theatres and concert halls. HQT&H currently manages 18 auditoria on behalf of local authorities, with capacities ranging from a 200 seat arts centre to a 2,400 seated/standing theatre. Last year HQT&H programmed a total of 2,354 shows which attracted attendances of over 1.5 million.

HQ Theatres & Hospitality (HQT&H), the UK's second-largest venue operator, is a division of Qdos Entertainment Ltd, one of the largest entertainment Groups in Europe.

**G Live** is Guildford's newest and busiest arts and entertainment centre, presenting a wide programme of contemporary music, comedy, classical music, and family shows. The venue also has several meeting and reception rooms, suitable for conferences, corporate use and private hires, as well as its own café and restaurant.

- Employment type:** Part-time, 20hrs
- Salary:** £7,675.20 p.a. dependent on experience, ability and potential
- Hours:** 20hrs per week, subject to variation to meet business requirements. Working hours may include evenings, weekends and Bank Holidays.
- Work location:** You will be based at G Live, Guildford and may be required to travel to and work at other HQT&H venues. Approved travel expenses will be reimbursed.
- Purpose of the role:** To contribute to the promotion of G Live's shows and events; managing print deliveries and distribution, and building relationships with partners.
- Our ideal candidate:** Is an outgoing, well-organised person; able to motivate themselves, build relationships and work to deadlines.
- For an informal discussion contact:** Sally Anne Lowe, Marketing & Sales Manager  
T: 01483 739045 [salowe@glive.co.uk](mailto:salowe@glive.co.uk)
- Closing date:** Monday 25 February 12noon
- How to apply:** Complete the G Live application form and send it with a covering letter to [salowe@glive.co.uk](mailto:salowe@glive.co.uk). Tell us why you think you are suited to this role, why it interests you and how we'll benefit from having you on board!

## **REPORTING**

You will report directly to the Marketing & Sales Manager.

## **KEY ACCOUNTABILITIES**

- Responsible for the distribution of G Live's print and promotional materials, ensuring that season brochures and other show related print have a high visibility, internally and externally, at all times.
- Development and maintenance of the database of distribution outlets, and cultivation of new relationships with business, shops, schools and other external organisations.
- Conduct general housekeeping of print and promotional materials e.g. stock keeping and recycling.
- Represent G Live at community and promotional events

## **Health & Safety**

- Ensure all duties are carried out in accordance with departmental and company Health & Safety procedures.

## **Recruitment, Training and Development**

- Undertake training and development relevant to the successful execution of the job role.

## **Other Responsibilities**

- Dress in accordance with Company uniform policy and wear protective clothing where issued and instructed.
- Attend and, if required, note take meetings as required.

This Job Description is not an exhaustive description of your duties. You will be required to adopt a flexible approach to your role and responsibilities. In particular, from time to time, you may be required to undertake such alternative or additional duties as may be commensurate with your skills, experience and capabilities.

**PERSON SPECIFICATION**

In order to be considered for this post you will need to evidence and demonstrate:

**Experience**

- Experience of delivering excellent customer service
- Ability to develop positive, ongoing relationships, internally and externally

**Skills**

- A confident verbal communicator
- Literacy, computer literacy and numeracy appropriate to the requirements of the Post
- Excellent organisational skills
- Excellent time management skills and the ability to meet deadlines

**Knowledge**

- Knowledge of Guildford and the surrounding area

**Attitude**

- A team player who is also able to work on their own initiative
- A 'can-do' attitude and a positive, flexible approach to the job role, work colleagues and peers
- A presentable, professional and approachable manner which sets an example for others to follow
- A good sense of humour
- Willing to work flexible hours including evenings, weekends and Bank Holidays

**Other**

- A full clean driving licence and car insurance which covers business use
- Able to carry out the lone and assisted lifting tasks to move and transport boxes