



## **Job Description**

**Job Title:** Press and Publications Assistant  
**Department:** Communications  
**Reports to:** Commercial Director

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### **Background**

Shakespeare's Globe is a unique international resource dedicated to the exploration of Shakespeare's work and the playhouse for which he wrote, through the connected means of performance and education. Together, Globe Theatre, Globe Exhibition & Tour and Globe Education seek to further the experience and international understanding of Shakespeare in performance. The Communications Department is responsible for raising awareness of Shakespeare's Globe to increase audiences, visitor numbers and revenue.

The Press & PR team is responsible for positioning Shakespeare's Globe in the local, national and international media as a world-leading institution in the performance, exploration and study of Shakespeare and his contemporaries. In addition to its specific activity of generating, facilitating and shaping media coverage of Shakespeare's Globe and its activities, the press office also has responsibility for broader communications activities, including managing third-party filming and photography on-site, coordinating all theatre production and rehearsal photography and organizing set-up photography for marketing and press purposes.

### **Purpose of the Job**

The team is seeking a bright, enthusiastic person at the beginning of his or her career in arts PR and communications to undertake a broad range of administrative tasks to support the press office. The role also involves administrative support for the creation of programmes for theatre and education events.

### **Principal responsibilities**

- Monitoring requests for access to the press image library on a daily basis and responding to all registrations and enquiries.
- Reformatting and captioning production and publicity images and uploading to the online press image library
- Managing the daily newspaper deliveries and filing system.
- Assisting in selecting and circulating news articles of relevance and interest to the relevant departments.
- Compiling press packs and review packs.
- Disseminating listings.
- Updating the Press Room section of the Shakespeare's Globe website.
- Coding and processing invoices.
- Dealing with enquiries from the press, general public and organisation staff, passing on queries to the right member of staff as appropriate.
- Assisting at press nights, launches and any other events organised by the press office.
- File and present press coverage as requested.
- Researching and compiling press lists for specific or regional projects.

- Assisting in the logistical organisation and facilitation of media visits on site (including film and broadcast sessions and photoshoots).
- Working with the Head of Periodicals to collate articles and other research and information for Theatre and Education programmes.
- Liaising with the Theatre and Education departments to collate biographies of cast, creatives and other relevant individuals.
- Proof reading all programme copy.
- Organising and facilitating rehearsal photography, including liaising with the Company Manager to select images for programmes.

## **Person Specification**

### **Essential**

- Excellent communications skills.
- Highly organised and able to effectively prioritise when handling multiple different tasks.
- Excellent attention to detail.
- Self-motivated yet good team player.
- Demonstrable passion for theatre.
- Ability to work under pressure and to deliver to tight deadlines
- A positive attitude, good manner in person, by phone and on email, common sense, and a pragmatic approach to work

### **Desirable**

- Understanding and awareness of the not for profit, education and/or visitor attraction sectors.

## **Recruitment Information and Terms and Conditions**

### **Full Time / Permanent**

[A full set of terms and conditions will be supplied with a contract of employment]

**Hours:** 35 hours per week exclusive of lunch breaks. Additional hours at evenings and weekends may be required for which time in lieu may be granted. There are no extra payments for additional hours worked.

**Salary:** £18,500 per annum.

**Holiday:** The annual holiday leave is 25 days per calendar year plus Bank Holidays.

**Benefits:** Discount in the Globe shop and onsite restaurants/cafes; free entry to selected Shakespeare's Globe Exhibition and to Globe Education events; season ticket loans available; eye test scheme; childcare vouchers scheme; SGT will auto-enrol eligible staff into a pension scheme, with required employer contributions.

**This job description is not a contract but is provided for an employee's guidance on the way in which the duties of the post are to be carried out. The content of the job description may change from time to time and the employee will be consulted over any substantial changes.**

**As a term of employment you may be required to perform work not specifically mentioned above commensurate with the scope of your role within Shakespeare Globe Trust.**