

Marketing Officer

The Marketing Officer will be responsible for supporting the marketing department in all aspects of its activities across the Dartington Estate. The successful candidate will be organised, creative, familiar with the media landscape and a good team player

DUTIES:

- Report to Chief Marketing Officer (CMO)
- Liaise with Events, Hospitality and Tenants to support the promotion and marketing of activities on the estate.
- Manage third-party suppliers and contractors.
- Work with the CMO to review budgeting of marketing initiatives.
- Develop and refine an effective social media strategy.
- Build an awareness of local media and individual journalists.
- Website updates

REQUIREMENTS:

- A broad interest in media, marketing and communications.
- Experience of developing and executing marketing initiatives.
- Excellent relationship management and communication skills, with the ability to relate to people at all levels in a range of business functions.
- Ability to work as a team player, enlisting support from others.
- Strong verbal and written communications skills.
- Excellent organisation and prioritisation skills.
- Excellent attention to detail.
- A calm approach working well under pressure and the ability to meet tight deadlines in a fast-paced environment while managing multiple projects.
- Microsoft Word
- Microsoft Excel

