



JOB DESCRIPTION

Position:	Marketing Traineeship
Reports to:	Marketing Manager
Key relationships	Marketing Manager, Marketing and Communications Co-ordinator, Marketing Officer, Marketing Assistant
Hours:	37 hours per week
Salary:	£24,454 pro rata (6-month contract)
Holiday entitlement:	20 days plus public holidays (pro rata for part-time staff)
Pension:	The Corn Exchange operates a pension scheme (Trainees under the age of 22 can choose to opt-in to our pension programme. Trainees aged 22 and over will be automatically enrolled on to the pension programme with the option to opt out if they choose to)
Probation period:	1 month
Contract:	6 months

OVERVIEW

We're looking for a Marketing Trainee to join our marketing team aged 18 - 25. You'll get a great introduction to working in arts marketing and will assist the team with a variety of jobs - from maintaining the website, to editing images, to writing copy and helping to create our season brochure.

The team delivers a range of marketing activity to sell tickets for all events at the Corn Exchange, Old Library, The Base and 101 Outdoor Arts including theatre, film, dance, comedy, family shows, exhibitions and outdoor events, as well as promoting off-stage activity such as fundraising and learning and participation activities, together with the organisation as a whole.

We are seeking someone who is enthusiastic about the arts and who would enjoy the challenge of spreading the word about our varied programme of activity. Key to this role is excellent organisation and great written and verbal communication skills. This position is ideal for someone who is looking to start their career in arts marketing.

We offer training to our staff members to help them enhance their skills and progress and have a strong focus on wellbeing within the organisation. There is the opportunity to join one of our staff working groups – Environmental Action, Equality and Diversity, Fundraising, Green and Wellbeing and you will be invited to experience any sharings of new shows in development.

Key Responsibilities:

- Support with digital marketing which includes learning how to use e-marketing tools, website content management system, ticketing system and design platforms (training will be provided)
- Support with proofreading marketing materials such as flyers, posters, season brochure, emails, news stories
- Assisting on social media campaigns
- Work with the marketing team to maximise attendance and ticket income for individual events

General Duties

- To publicly represent the Corn Exchange organisation in a prepared and professional manner
- To create a friendly and welcoming atmosphere for users of the Corn Exchange and other buildings
- To maintain confidentiality at all times
- To work occasional evenings and weekends to attend events
- To be fully conversant with the organisation's child protection and access policies and to work within their principles at all times
- Complying with all legal requirements relating to the General Data Protection Regulation (GDPR)
- Contributing to our environmental sustainability goals
- To perform any other duties that may be reasonably requested

Person Specification

- A keen interest in the arts and marketing.
- Excellent written and verbal communication skills with strong attention to detail.
- Good time management and organisational skills.
- An interest and awareness of social media platforms.
- Confident at using computers (Training will be provided on specific software packages).
- Willingness to work some evenings and weekends when required.

Additional Benefits

- 20% discount in café and bar
- Free theatre, film and exhibition tickets for the Corn Exchange & The Base
- Free access to our small car park

- A day off for your birthday
- A day off for Wellbeing activity

Careers Through the Arts will offer all trainees:

- A full induction into the Corn Exchange including Health and Safety procedures and role specific training
- An introduction to the organisation through a 'vision and values' session delivered by the Director at the Corn Exchange Newbury
- Opportunities to learn and experience creative duties beyond the main Corn Exchange programme
- Peer support programme with other trainee placements

Submitting Your Application

How To Apply

Please write a short one-page cover letter explaining why you are applying for this traineeship and how you meet the person specification.

Please send along with complete Equal Opportunities monitoring form (details below) to Sara Price, Personnel Manager, Corn Exchange Newbury at recruitment@cornexchangenew.co.uk

Closing date for applications: Sunday 27 September

For further information about the organisation, please take a look at our About Us page here

<https://cornexchangenew.com/about-us>

AI in Applications

We recognise that candidates may choose to use artificial intelligence (AI) tools to support the preparation of their job applications. When used appropriately, AI can be a helpful aid in structuring responses, checking clarity, and improving presentation.

However, applications must reflect your own skills, experience, and understanding. If an application appears to rely excessively on AI-generated content, it may not meet the required standard and could be rejected.

We encourage all applicants to ensure their submissions are authentic, tailored to the role, and clearly demonstrate their own knowledge, experience, and suitability.

Equal Opportunities

Corn Exchange Newbury is committed to equal opportunities for all. We believe that a diversity of perspectives enriches our work and we have an equality of opportunity approach that aspires to give everyone the chance to achieve their potential.

Please complete the Equal Opportunities monitoring form. This information will be used to enable us to continue to develop policies and procedures regarding diversity and to submit required data to our funders. The information you supply will not be made available to anyone, including recruiting managers, in any form other than anonymous data.

We are a Disability Confident Committed employer and will guarantee an interview to any applicant who self-identifies as deaf or disabled, or from a Global Majority background, and meets the person specification. If you regard yourself as having these characteristics, please state so clearly on your cover letter.

If we can support your application by offering an alternative format, please do let us know by contacting recruitment@cornexchangenew.co.uk. Likewise, we want to ensure interviews are as accessible as possible, so please do let us know in your application if there is anything we can do to support this.