

Brighton Dome & Brighton Festival

Job Description

Job Title: Communications Officer (6-month, Fixed-term contract Jan – Jun 2026)

Location: Hybrid working (Brighton-based office and home working; occasional out of hours work required)

Reports to: Acting Communications Manager

Job Purpose: To plan and execute regional media campaigns and support on digital storytelling across Brighton Dome & Brighton Festival platforms, optimising key messages, expanding awareness of our work and ensuring all content is high quality and on brand.

Inspiring creativity and enriching lives

We are a leading arts charity made up of a historic events venue - Brighton Dome, Create Music - the largest music education service in the South East - and the biggest curated cross-arts festival in England, Brighton Festival. Together we bring the arts and culture to a wide range of diverse audiences reaching over 400,000 people each year. We believe in the transformative power of the arts and that they can provide a catalyst for social change for good. Therefore, we are committed to bringing all sorts of art to all sorts of people - from inviting the greatest artists to our stages for all to experience, to teaching music in schools - we aim to inspire creativity in people of all ages with experiences to remember for a lifetime.

Brighton Dome is an extraordinary space in which to bring the arts alive. As the south coast's premier multi-arts venue, each year we present over 600 events spanning music, theatre, dance, comedy, literature, spoken word, visual arts, film, digital and community events. Our magnificent Grade I and Grade II listed buildings – Concert Hall, Corn Exchange and Studio Theatre – are situated in the heart of the city and form part of the Royal Pavilion Estate. A shining beacon in the community for over 200 years, Brighton Dome started life as a grandiose riding stable for Prince Regent and has since transformed into many guises: from a place of protest and solidarity for suffragettes; to a temporary hospital in the First World War; a refuge for wartime dances in WWII; and even a roller-skating venue.

Each year we produce **Brighton Festival**, the largest curated annual arts festival in England. A celebration of music, theatre, dance, circus, art, film, literature, debate, outdoor and community events, Brighton Festival takes place in familiar and unusual locations across Brighton & Hove and further afield for three weeks every May. In May 26 we will celebrate the 60th edition of Brighton Festival.

Create Music, our **music education service** spans the entire East Sussex region, and is the lead organisation for the Sussex wide music hub, providing music tuition and opportunities to over 30,000 children in over 500 schools. Our mission is to bring music to all young people across the county because we know the creative process of making music has a deep and profound impact on their well-being and future.

About the team

BDBF's Communications team sits within the Marketing department and is responsible for creating dynamic and engaging media and digital campaigns for all Brighton Dome, Brighton Festival and Create Music events and associated activity.

Our team's success is achieved via a strategic and creative approach to communications combining media relationship management, digital innovation, brand development and audience insight.

About this role

This role is responsible for securing high quality, impactful, media coverage across a range of regional media outlets and supporting our creative digital storytelling on social media and our websites working on a variety of events and projects across Brighton Dome & Brighton Festival and Create Music. This role reports to the Acting Communications Manager and works closely with the Marketing & Communications Assistant.

Principal Responsibilities:

1. Supporting the planning, creation and delivery of the organisation's proactive and reactive communication campaigns, including media relations and digital communication campaigns.
2. Helping produce, distribute and amplify BDBF's communications across internal and external platforms, ensuring the timely delivery of engaging and relevant content for a variety of audiences. Being consistent in tone of voice and language and balancing coverage across all BDBF's programme and activities.
3. Working alongside Marketing colleagues and the Senior Social Media Officer to coordinate joint campaigns – creating, monitoring and updating copy for BDBF's digital channels as required, with support from the Marketing & Communications Assistant.
4. Writing engaging and inclusive copy for multiple stakeholder platforms to promote BDBF programmes, activity and corporate messaging.
5. Helping maintain and monitor content and systems for BDBF's media campaigns, including our media contact database and media monitoring/distribution services. Fielding and coordinating media requests for images; helping maintain

BDBF's online image bank; researching and compiling digital press kits, with support from the Marketing & Communications Assistant.

6. Supporting and representing BDBF at launches and out-of-hours events, including supporting and supervising attending media and engaging with wider BDBF stakeholders as required.
7. Monitoring BDBF's profile in the media and across digital platforms: fielding media enquiries, customer comments, reputational issues, partner communications or other relevant activity, liaising with colleagues as appropriate and providing approved responses in a timely fashion.
8. Helping coordinate and manage the organisation's use of film, podcasts, photography and live-streamed content, optimising distribution across BDBF channels and across media, social media and other digital platforms. Helping to commission, schedule and coordinate external content producers as required.
9. Collaborating with other departments including Artistic Programming, Ticketing, Development, Conferencing & Events and Heritage to gain insight and support the promotion of BDBF programmes, activity and business.
10. Helping monitor, evaluate and share successes and learnings from BDBF's Communication campaigns, to inform future strategy and activity, including helping to compile and distribute coverage logs and campaign reports, to enable the organisation to improve or adapt.
11. Helping facilitate and support any partnerships/sponsorships and media relationships and coordinate deliverables as appropriate.
12. Helping to establish and maintain the strong brands and reputation of Brighton Dome & Brighton Festival and enhance their profiles.
13. Working on other areas of BDBF's Communications and Marketing operation as required.

Person Specification: What we are looking for

The successful applicant will be able to demonstrate the following:

	Essential	Desirable
Skills & Abilities	• Literate and numerate • Strong communicator and copywriter • Strong attention to detail	• Creative thinker and problem solver • Experience of pitching stories to journalists

	• Excellent organisational and time management skills • Ability to work under pressure, often to strict deadlines • Strong team player, who also demonstrates ability to work autonomously	• Experience of writing press releases and blogposts
Knowledge	• Proficient in Microsoft Office, including Teams, Word, Excel, Outlook, Power Point, etc. • Good general understanding of arts and news media	• Maintaining media monitoring systems, media contact databases and/or media distributions systems • Photo editing software • Any other creative software packages to create simple online content
Qualifications	• Educated to degree level or workplace equivalent	• Entry level communications qualification
Experience	• Experience of working well within teams, to deadlines, and managing conflicting priorities • Experience of establishing and maintaining positive relationships with various internal and external stakeholder groups • Experience of using social media for promotional uses	• Experience of communications and/or working within an arts environment • Experience of working in a busy office environment
Personal Qualities	• Friendly and enthusiastic • Flexible and reliable • A positive 'can-do' attitude • Polite, professional and engaged • Demonstrable interest in the arts	• A desire to work in communications • An enthusiasm for the arts • Willingness to undertake out of hours work

Terms & Conditions

Salary: £26,000 per annum

Pension:	Aviva Pension Scheme (5% employer contribution and 3% employee contribution)
Contract:	6-month fixed-term contract (Jan – June 25)
Hours:	Full time, 37 hours per week including some evening and weekend work. Extra hours may be required in order to fulfil the responsibilities of your post at no extra remuneration; TOIL policy applies.
Holidays:	25 days per annum pro rata
Notice Period:	1 month
Other*:	Access to employee assistance programme, discounts with partner sponsors and selected access to BDBF event tickets and generous sick pay scheme.