



<i>Part 1:</i>	<i>Details</i>
TITLE:	Blueprint - Sales and Marketing Assistant
Hours	26 hrs per week core hours: Wednesday - Saturday, 10 - 1pm/1.30 - 5.00pm
Wage	£9.50 an hour (National Living Wage - £9.90 from 1st April 2022)
Duration	Fixed term contract, 6 months from start date
Holidays	12 days, including public holidays
RESPONSIBLE TO:	Out of the Blueprint Project Manager
<i>Part 2:</i>	<i>Project Details</i>
	<p>Out of the Blue is a community, cultural and arts development organisation based in Leith. Over the past 27 years, Out of the Blue has established a reputation as an independent, dynamic and innovative cultural social enterprise - providing studio space, hosting classes and running creative projects in partnership with the local community.</p> <p>In 2015 Out of the Blue set up a risograph print studio, Out of the Blueprint. Out of the Blueprint is a social enterprise and offers an affordable and eco-friendly print service, with a particular focus on supporting under 25s.</p> <p>Out of the Blueprint:</p> <ul style="list-style-type: none"> • undertakes commercial print work, primarily for organisations in the arts/third sector, generating funds to support our social activities • offers traineeships for up to 12 young people each year • co-ordinates a creative programme of exhibitions, residencies, workshops and events for under 25s <p>Our long term vision is to develop the Out of the Blueprint studio as being at the heart of a print-based multi arts scene in Leith/Edinburgh, specifically providing opportunities for young people under 25, both as trainees and as young artists, supporting them to thrive and flourish.</p>
<i>Part 3</i>	<i>Purpose of the role</i>
	<ul style="list-style-type: none"> • To support the development of the trading strand of Out of the Blueprint, through effective marketing activities

Part 4:	<i>Responsibilities</i>
	<ul style="list-style-type: none"> ● Assist with the development and delivery of Out of the Blueprint marketing campaigns, leading to increased trading income ● Assist with the creation of effective and brand aligned social media content ● Administration of Out of the Blueprint’s web store ● Processing sales orders, and maintaining accurate stock records and stock room ● Assist with developing new links with potential suppliers for Out of the Blueprint products ● Assisting at Out of the Blueprint stalls at fairs and markets ● Assisting with other Blueprint activities as required,, i.e. workshops, educational activities, installation of exhibitions ● Adhering to and promoting healthy and safe working practices, including appropriate Covid protocols
Part 5:	<i>Person specification</i>
	<p>Essential</p> <ul style="list-style-type: none"> ● Experience of assisting with marketing and social media campaigns ● Creative ● Reliable ● Methodical and good attention to detail ● Good team worker ● Interest in the visual arts <p>Desirable</p> <ul style="list-style-type: none"> ● Experience and interest in the visual arts ● Interest in social enterprise <p>The successful candidate will be required to undertake a criminal record check by Disclosure Scotland to ensure they are safe to work with Protected Vulnerable Groups</p>