

MARKETING & SOCIAL MEDIA OFFICER

JOB DESCRIPTION

Salary	£30,000-£32,000 per annum, dependent on experience.
Terms	Permanent, Full-Time contract.
Hours	Usual working hours are 10:00 – 18:30, Monday to Friday, but flexible working will be expected a necessary in relation to the production schedule of shows.
Holiday	20 days (plus bank holidays), per annum, pro rata.
Reporting to	Marketing Manager
Location	Bridge Theatre, 3 Potters Fields Park, London SE1 2SG

ABOUT LONDON THEATRE COMPANY

London Theatre Company is a commercial theatre producing company led by Nicholas Hytner and Nick Starr. Our intention is to create a culture, ethos and economic model that supports writers, directors, designers and actors to work at scale in a space that is complementary to those of the subsidised theatre and West End. A new venue in King's Cross, Lightroom, opened in 2023.

ABOUT THE BRIDGE THEATRE

The Bridge is London Theatre Company's first new theatre. It has a stunning riverside location on the south bank of the Thames, right by Tower Bridge and five minutes' walk from the transport hub of London Bridge station. It is designed by Haworth Tompkins, winners of the 2014 RIBA Stirling Prize for Liverpool's Everyman Theatre. It has 900+ seats and can be configured in end-stage, thrust and promenade formats.

The Bridge opened for the first time in October 2017, and since then has produced a variety of plays, including *A German Life*, a one-woman show starring Maggie Smith, and *A Midsummer Night's Dream*, an immersive reimaging of Shakespeare's classic. *My Name is Lucy Barton*, performed by Laura Linney, opened on Broadway in January 2020 and *Straight Line Crazy* with a cast led by Ralph Fiennes, transferred to New York in the autumn of 2022.

Nicholas Hytner's immersive reimaging of the classic musical *Guys & Dolls* opened to sensational reviews in March 2023; and after several extensions the company has now resumed its model of opening several productions a year with Sondheim and Lapine's musical *Into The Woods* running until May 2026 followed by a new adaptation of *Ivanov* by writer and director Simon Stone.

ABOUT THIS ROLE

We are looking for a bright and energetic individual who will relish working in a fast-paced and fast-changing environment to help support marketing for the Bridge Theatre, as well build on our social media presence, growing our community across channels. This role will suit someone who is keen to learn and wanting to gain varied experience in theatre marketing and develop their social media skills from both a venue and production perspective.

DUTIES AND RESPONSIBILITIES

General Marketing Duties

- Updating and maintaining the Bridge Theatre website, including updating copy, images
- Assisting the Marketing Manager building and managing external emails to our audiences
- Managing all PS swaps and marketing opportunities with other theatres and organisations
- Being the point of contact for local businesses regarding rates, offers, opportunities and small-scale promotions
- Filing and saving key marketing materials as relevant
- Ensuring all marketing assets are updated on-site, including posters and signage
- Briefing artworkers ensuring artwork is delivered on time and trafficked accordingly
- Assisting the marketing and box office teams to ensure shows are full for performances including hosting invited guest nights and the distribution of strategic discounts where appropriate
- Working alongside the marketing and box office teams on access performances, press nights and other events as appropriate
- Assist the Marketing Manager and Director of Marketing on projects as required
- Attending meetings as required
- General administrative duties as required

Social Media

- Managing and developing audiences across all social media platforms, including scheduling posts and replying to followers on a daily basis

- Liaising with the production's Social Media Captain to identify trends and commission content
- Working with the Marketing Manager to create content for all our social media channels
- Providing regular reports and updates to the marketing and wider teams
- Keeping up-to-date with trends, updates and best practices

PERSON SPECIFICATION

Essential

- Some experience or engagement in an office environment
- Experience of the Google suite or equivalent
- Excellent organisation, administrative skills and strong attention to detail
- Demonstrable interest in theatre and the arts
- Keen to learn and interested in gaining a wide range of experience in theatre marketing
- Calm under pressure and able to multitask
- A good team player but able to get on with work independently
- Proactive and unafraid to be hands-on
- Ability to communicate with people at all levels both internally and externally
- Articulate and excellent communicator, including clear and personable copywriting skills
- Knowledge and understanding of social media platforms
- Punctual and reliable

Desirable

- Knowledge of the Adobe suite (InDesign, Photoshop and Premier Pro) or other design and editing software
- Experience of box office systems (e.g. Spektrix)
- Experience of email systems (e.g. DotDigital)
- Experience of website content management systems (e.g. Wordpress)

HOW TO APPLY

To apply, please email recruitment@londontheatrecompany.co.uk with your CV and a letter covering why you would like to be considered for this position. We also ask that you complete an [equal opportunities monitoring form](#).

The deadline for applications is Monday 9 March 2026, 12 noon.

First round interviews will likely take place on Tuesday 17 March 2026.

Second round interviews will likely take place on Wednesday 25 or Thursday 26 March 2026.

For more information, or if you have any queries, please visit [our website](#) or email recruitment@londontheatrecompany.co.uk.

We are an equal opportunities employer and value diversity. We encourage applicants from different background and with different experiences.