



Dundee Contemporary Arts

## Press & Marketing Officer

### Terms and Conditions

**A JOB TITLE:** Press and Marketing Officer (Full Time)

**B RESPONSIBLE FOR:**

The Press and Marketing Officer is responsible for production of DCA's publicity materials as well as maintaining and developing media and public relations in order to best serve the aims and objectives of DCA.

The Press and Marketing Officer is a key member of the Marketing Team.

**C RESPONSIBLE TO:** Head of Marketing

**D KEY RELATIONSHIPS:**

The post holder is responsible for dealing with external agencies and contacts in a consistent and professional manner whilst delivering the aims and objectives of DCA.

**External contacts include:**

Designers & design project managers  
Printers  
Advertising contacts  
Distribution companies  
Advertising Companies  
Arts Editors  
Art Critics  
Features Editors  
UK Nationals  
Key Freelancers  
Arts/Scottish Broadcast  
Picture Desks  
Freelance photographers  
Local media  
Local Broadcast Media  
Specialist Art magazines  
Listings services  
Education correspondents

International / Art Magazines  
Individual supporters  
Tourism agencies  
Other cultural organisations  
Artists  
Higher Education institutions in Dundee

**Internal contacts include:**

Marketing Team  
Programme team – exhibitions, print studio, cinema  
Operations Team - Centre Host, Box Office/Reception  
All other DCA staff including the Director  
Visual Research Centre  
Dundee City Council staff based at DCA  
Jute Café Bar management and staff

**E SALARY:** £17,500 per annum

**F HOURS:** 37.5 hours per week with some flexibility including some evening and weekend work when required. No overtime will be paid, however TOIL may be taken when agreed with line manager.

**G HOLIDAY ENTITLEMENT:** 28 days annual leave. Holidays are to be taken in consultation with the line manager.

**H PERIOD OF CONTRACT:** Permanent.

**I PENSION CONTRIBUTION:** The post holder is entitled to participate in the Dundee City Council contributory final salary pension scheme to which contributions are made by both the employee and the employer.

**J PROBATIONARY PERIOD:** 3 months with monthly assessments

**K NOTICE PERIOD:** 1 month for both employer and employee



