

## Marketing Executive

Digital Orchard – Chalfont St Giles

### About the role:

We are looking for an enthusiastic & creative marketing executive to join our small and friendly team at our beautiful offices in Chalfont St Giles.

This role will support our Head of Marketing in all aspects of marketing & PR activity for our growing film services and post-production business. This is a fantastic early career opportunity for someone with some marketing experience and a passion for TV & film content, to work for a company that supports some of the biggest film & high-end television titles.

### What the job will look like:

- Managing our social media output; planning & sourcing content from our portfolio to maintain a regular output of posts and stories. Devising & designing new creative social content to highlight our services.
- Update our website using Wordpress, to ensure our portfolio is regularly refreshed.
- Creating content for Digital Orchard's monthly newsletter & managing delivery via MailChimp.
- Assisting in the project management & delivery of Digital Orchard's presence at industry events, such as CamerImage and BSC Expo.
- Sourcing, designing & creating gifting & merchandising products for staff & clients.
- Maintaining & contributing to Digital Orchard's CRM system, tracking client projects, new business leads and technician profiles.
- Developing relationships with industry publications to maximise PR & listing opportunities.
- Supporting the Head of Marketing in the day-to-day operation of the department.
- Entertaining Amie, Digital Orchard's office cat!

### About You:

- An enthusiastic self-starter with a 'can do' attitude and the ability to work autonomously.
- Previous experience of digital marketing & familiarity with content marketing platforms & website CMS systems.
- Previous experience of using Adobe Creative Cloud software – Photoshop/Premiere Pro/Illustrator/InDesign.
- Excellent attention to detail and a high level of proficiency in written communication.
- A strong creative eye & the confidence to critique design work to achieve high standards of output.
- Ability to multi-task and prioritise workload.
- Some experience of/or demonstrable interest in either film & TV production, cinematography or music videos.

### What will you get from us?

- An opportunity to have a key position in a company that works on some of the biggest film and high-end television titles.
- A friendly 'non corporate' style of working where each employee is highly valued for their unique contribution and skillset.
- A happy, relaxed working environment in the countryside with fresh air, animals and plenty of opportunities to take a break in nature.
- The opportunity to develop your skills and career within a structured career development plan.

### Digital Orchard Values:

- Teamwork - our best work is delivered when we share our skills and experience with each other
- Caring - we care about every project and treat it with the respect and time that it deserves
- Quality – we deliver the highest quality service to each and every customer
- B Corp – we are B Corp certified meaning that we've made a commitment to consider all the stakeholders in our business – our workers, our customers, our communities and our environment. We will be open and transparent in our performance towards these standards.
- Action not words – we run the Digital Orchard Foundation which supports underrepresented groups in the film and television industry

### Details of the role:

- Permanent role with some flexible/remote working opportunities
- Salary/package dependent on experience. Please state your salary expectations with application.
- The Digital Orchard office is in the countryside near Chorleywood (HP8 4AX) – please ensure that you could easily travel to and work from the office.

**How to apply:**

Digital Orchard is an equal opportunities employer and our recruitment opportunities are open to everyone. However, we are particularly interested in hearing from candidates who are from groups that are underrepresented in the film and television industry. Please feel free to contact us if you have any questions about this, including requesting the data we have available on the make-up of the industry and our company.

Please also feel free to contact us if you require an alternative application method, such as video or audio recording.

All applicants are asked to complete **this equal opportunities monitoring form** at the same time as submitting their application; if you choose to, via this form you can request a guaranteed interview if you have the essential skills we require and identify as being underrepresented in this industry or facing significant barriers in your career progression. This is an open recruitment process and we will keep the job advert live until we find the right person for the role!

**To apply, please send us your CV and a cover note, including relevant examples that demonstrate how you meet the personal specification and ability to deliver the main duties and responsibilities.**

**Please be specific in your cover note about your interest in Digital Orchard, expectations of this role, and your salary expectations.**

Send your email to: [jobs@digitalorchardgroup.com](mailto:jobs@digitalorchardgroup.com)