

**Job Description**

**Job Title:** Distribution Assistant  
**Department:** Marketing **Responsible to:** Marketing Manager

**Background**The Watermill Theatre has developed a reputation as one of Britain’s leading regional theatres and this year, celebrates fifty years as a professional producing house. From its beautiful home in the small Berkshire village of Bagnor near Newbury, work has been created that is admired around the world. As well as West End and Broadway transfers, Watermill productions have toured to 6 continents across the globe, performing in places as varied as New York, Nepal and Barbados. Over 65,000 people attend shows or one-off events at The Watermill each year, where some 12 new productions are staged annually, ranging from Shakespeare and musicals to classics, new plays and youth theatre productions. **Purpose of the Job**  
The Watermill Theatre is looking for a motivated, reliable and efficient Distribution Assistant to join their friendly team. You will support the work of the Marketing Department in reaching new audiences and promoting their events and activities by distributing printed material including brochures, flyers and posters within Newbury and the surrounding areas.

**Principal Responsibilities**

* To distribute theatre marketing material to distribution outlets in an agreed area
* To recruit new distribution outlets and to add details to the distribution database
* Monitor and maintain off-site displays of publicity materials (print, posters etc)
* To send brochures, twice a year, to a database of arts and leisure organisations
* To maintain and update event listing websites with details of The Watermill’s shows and events every six months
* To be an ambassador for The Watermill Theatre in the local community

 **Person Specification**

**Essential**  
- Proven ability to work independently and to use own initiative  
- Motivated and positive attitude   
- Flexible approach with good time management skills  
- A friendly and professional manner  
- An interest in theatre  
- Full clean driving licence

**Desirable**- The role will involve driving the theatre’s van, so a minimum of five years driving experience is desirable but not essential.  
- An interest inthearts, culture and/or charity sector  
- Good IT skills and competency using Excel

**Outline of Terms and Conditions  
  
Contract:** Permanent Contractsubject to successful completion of a 13 (thirteen) week probationary period.

**Hours**: 5.5 hours per week which may be worked flexibly, subject to negotiation.

However, you may be required to work further reasonable hours, or such flexible shift patterns as are necessary for the proper performance of your duties, taking into consideration The Watermill Theatre performance patterns and touring schedules.

**Rate of Pay**: £8.78 per hour

**Holiday**: 5.6 weeks paid holiday a year rising to 6.6 weeks after five full years of service calculated on 5.5 hours a week.

**Sick Pay, Maternity/Paternity leave:** Statutory  
  
**How to Apply**Please download and complete the Application Form and Equal Opportunities Form and return to:

Rosie English c/o Julie Pearson, Administration Secretary [admin@watermill.org.uk](mailto:admin@watermill.org.uk)  
  
Watermill Theatre and Restaurant  
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***The Watermill Theatre is committed to being an equal opportunities employer***