



Web: www.RustyQuill.com

E-mail: Mail@RustyQuill.com

Mail: Rusty Quill Ltd., 27 Old Gloucester Street, London, WC1N 3AX

Communications Assistant – Job Description

Our Company

Rusty Quill is a London-based UK entertainment production company and podcast network. We specialise in creating original, free-to-consume content as well as offering third party production services, with the aim of providing a platform for new and interesting voices and talent. Our podcasts currently receive in excess of 4 million listens each month and according to recent industry metrics, we are currently the most successful independent audio drama podcast network in the UK.

Our Shows:

- **Rusty Quill Gaming** (2015-Present)
An Actual Play RPG podcast following a mixed ability group of comedians, improvisers, gamers, and writers as they play through an original, long-form tabletop roleplaying campaign.
- **Stellar Firma** (2019-Present)
A dystopic sci-fi comedy following the lives of a pair of inept custom-planet designers.
- **Outliers** (2017-2020)
A historic fiction anthology developed in association with Historic Royal Palaces, providing unique insights into real historical events at major UK Palaces.
- **The Magnus Archives** (2016-Present)
A weekly horror fiction anthology examining what lurks in the archives of the Magnus Institute, an organisation dedicated to researching the supernatural.

Our Values:

- **Diversity**
Maintaining a safe and non-discriminatory work space where people can collaborate on exciting and unique creative projects.
- **Opportunity**
Offering paid employment opportunities for those seeking to break into media production
- **Representation**
Providing a platform and safe, non-discriminatory workplace for new and diverse creative voices with poor representation in more established media
- **Community**
Working with our fans to grow a friendly and supportive community, united by our love of storytelling
- **Responsibility**
Providing leadership by example and working with our peers to improve the business practices of the media production industry



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Media links

- www.rustyquill.com
- www.facebook.com/therustyquill
- www.twitter.com/therustyquill
- www.linkedin.com/company/rusty-quill-ltd

Role Summary

We are looking for a part-time Communications Assistant to help our Chief Communications Officer with the company's social media, community involvement, and promotional activities as we look to enter the mainstream media market and scale-up our operations.

Role Details

- Position: Communications Assistant
- Location: Remote (UK preferred but not mandatory)
- Hours: Part-time (8hrs per week - negotiable)
- Pay: £11 ph / £385 per month (plus expenses and corporate fees)
- Start Date: Immediate / ASAP
- Contract Length: Permanent
- Additional: Potential for role expansion and to participate in performance capacity

Responsibilities

This role includes:

- Working closely with and reporting to the Chief Communications Officer (CCO)
- Regular meetings with the CCO to update on comms and wider media activities & issues
- Maintaining and monitoring our social media outlets & relevant press – including Twitter, Facebook, reddit, YouTube, Instagram, blogs, and other outlets as they become relevant
- Regular workflow including:
 - Posting across our various social media platforms
 - Ongoing promotion of Rusty Quill
 - Cross-promotion of relevant friends, associates and wider issues
- Assisting in Patreon comms including:
 - Drafting weekly newsletter
 - Responding to Patreon messages and feedback
- Copywriting
- Upkeep of the general Rusty Quill email inbox (along with CCO)
- Communicating with our industry colleagues and partners, including building social media relationships.
- Maintaining a current working knowledge of the industry
- Possible attendance of industry events and networking on behalf of Rusty Quill (location-dependent)
- We also encourage you to interact with our fan community via our social media outlets and Discord server



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Requirements

We are looking for someone who:

- Has relevant and demonstrable knowledge and experience working in a comms role.
- Has proven social media experience with multiple platforms (e.g. Twitter / Facebook / Instagram / LinkedIn / Tumblr)
- Has good copywriting skills and experience
- Is capable with Microsoft Office (especially Word and Excel) and GSuite
- Can be regularly contactable via phone/email/Slack both in and out of normal office hours (within reason)

Helpful secondary qualities are:

- An existing understanding of our community and its needs
- Experience with Patreon
- Experience with CSS or Wordpress
- Experience with PPC adverts.
- Experience with YouTube
- Experience using Photoshop/ Slack/ Discord/ S3
- Video production and/or photography skills

Person Specification

An ideal candidate is:

- Organised, self-disciplined and self-motivated
- Able to work well in a distributed working environment with minimal oversight at times
- A strong communicator
- Capable of applying themselves to varying relevant roles and duties if asked
- Actively interested in online media production (especially podcasting)
- Familiar with our existing work and online communities
- Comfortable with formal reporting where relevant
- Comfortable engaging in “geek culture”
- A holder of a creative writing, English language or media qualification

Application Process

Please send a cover letter to HR@rustyquill.com with the subject line: “Communications Assistant – [NAME] –[DATE]” Then attach a copy of your CV (ideally PDF).

Please Note: If you’re intending to perform this role alongside other media-related positions, it’s your responsibility to declare any potential conflicts of interest to all affected parties at the outset.

Candidates that make it through the review stage will be invited for a telephone interview, after which we’ll make our final decision and let you know the outcome of your application.

Applications will close on Friday 3rd July.