

## CIRCUS KATHMANDU

Marketing Manager and Office Administrator



<b>Job Title:</b>	Marketing Manager and Office Administrator	<b>Location:</b>	Kathmandu
<b>Fundraising Target:</b>	£300 <sup>1</sup>	<b>Travel Required:</b>	Yes
<b>HR Contact:</b>	Sky Neal	<b>Position Type:</b>	Full-time
<b>Start Date:</b>	July 2014	<b>Minimum Length:</b>	3 months
<b>Application form URL:</b>	<a href="http://www.circuskathmandu.com/docs/marketing_manager-office_administrator.pdf">http://www.circuskathmandu.com/docs/marketing_manager-office_administrator.pdf</a>		
<b>Application Process</b>	Submit your application via email; once this has been reviewed we will contact you to schedule a Skype interview.		
<b>Applications Accepted By:</b>			
<b>E-MAIL:</b> <a href="mailto:info@circuskathmandu.com">info@circuskathmandu.com</a> Subject Line: <b>Attention:</b> Recruiting Re: Marketing Manager and Office Administrator			
<b>Job Description</b>			
<b>ROLE AND RESPONSIBILITIES</b> <ul style="list-style-type: none"><li>• Develop the marketing and communications material for Circus Kathmandu and Sapana</li><li>• Develop a marketing and PR plan for the local market, including India</li><li>• Find sponsorship</li><li>• Develop the social media presence</li></ul>			
<b>FUND RAISING</b> <ul style="list-style-type: none"><li>• Explore local opportunities for fundraising including cabaret style fundraising shows and partnership opportunities</li><li>• Seek funding opportunities with local corporations, Embassies and NGO's</li><li>• Develop marketing materials</li><li>• Liaising with organizations, corporations and the media to generate work and raise awareness</li></ul>			

<sup>1</sup> Unlike many volunteer programs we don't charge our volunteers. We do ask that they fundraise around £300 to cover the costs of their stay.

**SOCIAL MEDIA**

- Build and maintain our online presence on Facebook, Twitter, Google Plus and LinkedIn in collaboration with the UK directors
  - Regular status updates
  - Online engagement with supporters
  - Press releases

**LOCAL MANAGEMENT**

- Collaborate with the team to ensure both short-term and long-term strategic goals are implemented and maintained
- Ensure the company office is looked after and that communication with the landlady is handled respectfully

**SHOWS**

- Promotion of the existing shows

**LOCAL MARKET DEVELOPMENT**

- Work with Circus Kathmandu directors to develop a plan for local market development with a key focus on Nepal and India and a secondary focus on the Middle East
- Promote the workshops program and increase the number of participants
- Further the development of “Behind the Scenes” tours and increase the client base for the tours

**COMMUNICATION**

- A key aspect of the role is to maintain links and productive relations between key stakeholders
- Liaise with UK directors for the management of press, film or photography requests

**MENTORING**

- Sharing your skills with local people and Circus Kathmandu members so they can contribute to the Marketing and PR of the company

**BONUS SKILLS**

- Photoshop
- Wordpress

Reviewed By:	Robyn Simpson	Date:	<a href="#">Click here to enter a date.</a>
Approved By:	Sky Neal	Date:	<a href="#">Click here to enter a date.</a>