



ChewBoy | Social Media & Marketing Assistant Job Description & Key Information

Key Information

Start Date of Freelance Employment: 25th May 2026

Terms: 2 Days Per Week 6 Month Contract with potential for extension

Probation Period: 6 Weeks

Working Days: Flexible with possibility of hybrid working

Rate of Pay: £125 - £150 per day depending on experience

Deadline for Applications: **Wednesday 29th April**

Interviews: **Friday 8th May & Monday 11th May**

Please apply via the form on our website [here](#).

Key Responsibilities

- Managing the posting, caption writing & upkeep of our social media channels on Instagram & Tik Tok
- In collaboration with the ChewBoy team, developing the ChewBoy social media strategy
- Creating content & generating new ideas for our social media platforms to proactively grow ChewBoy's following
- Designing thumbnails & maintaining consistency across our grids
- Managing the social media schedule and ensuring all work is scheduled in advance of its release date
- Editing social media projects in our house style and using relevant fonts, logos & data where required
- Supporting with our ads strategy and boosting relevant content where applicable, considering audience data within this
- Supporting with our email marketing strategy & sending out regular emails to our mailing list
- Supporting with in-person marketing events, coming on shoots with the video team to capture content & attending sponsorship activities to support their documentation.

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Note: This is not an exhaustive list, and there may be other duties to be carried out. These will always be discussed with you prior to confirming additional responsibilities.

Experience and Attributes

Essential

Experience of managing social media channels including planning, scheduling, posting & caption writing.

Experience of posting stories + maintaining inboxes for direct messages + engaging with community via comments.

Experience editing short form content projects, using different house branding + following style guidelines.

Experience with implementing best accessibility practises for content.

Experience with generating ideas for content & creating shooting + delivery plans for their output.

Knowledge of the creative industries + performing arts sector.

Excellent knowledge of, and an active interest in, social media channels, especially Instagram and Tiktok

Excellent written and verbal communication skills

Ability to work to deadlines

Desirable

Experience using Final Cut Pro and/or Adobe Premier Pro.

Experience with camera-facing work + voiceover work.

Knowledge of meta-advertising + best practise implementation.
