

<b>Job Title:</b>	Marketing & Community Coordinator	<b>Job Category:</b>	Marketing
<b>Location:</b>	Henfield, UK / Remote	<b>Travel Required:</b>	May be required to attend game conventions within UK and abroad
<b>Level/Salary Range:</b>	£25-35,000 (pro rata)	<b>Position Type:</b>	Part-time (3 days or 22.5hrs/week)
<b>HR Contact:</b>	Claire Kelton claire@pscgames.co.uk	<b>Date Posted:</b>	8 July 2020
<b>Will Train Applicant(s):</b>	Yes	<b>Posting Expires:</b>	31 July 2020
<b>Applications Accepted By:</b>			
<b>EMAIL:</b> Travis Smith - travis@pscgames.co.uk Subject Line: Marketing & Community Coordinator			
<b>Company Information</b>			
<p>PSC Games is an independent board game publisher with a passion for strategy. We make great games like <i>Blitzkrieg!</i>, <i>Rome &amp; Roll</i>, and <i>Red Alert: Space Fleet Warfare</i> and work with some of the best designers in the industry. We are a growing company with an exciting pipeline of games in development, including upcoming work with several popular licensed IPs.</p>			
<b>Job Description</b>			
<p><b>This new role is all about growing and enhancing our community of gamers by liaising between our fans and the PSC Games team.</b></p> <p>Your mission is to create and maintain excitement with gamers, delivering content, information, and interactions that are aligned with their needs and our own. You are a clear, confident communicator and understand how to present your message (and our products) in the best light.</p> <p>You will be on the digital front lines, engaging through a variety of online channels. You may also support marketing initiatives in-person at conventions and events.</p> <p>This role supports and works closely with the Studio Manager who is broadly responsible for marketing strategy and product oversight.</p>			
<b>KEY RESPONSIBILITIES</b>			
<p>The Marketing &amp; Community Coordinator will run the day-to-day communication and community activities – including social media channels, online forums, crowdfunding</p>			

tools, etc. You will be our internal expert on these channels and will be expected to respond thoughtfully and confidently where appropriate, and to consult with the broader team when more information is required.

You will help shape the style and tone of our marketing communications and will suggest new ideas and tactics for engagement and growth. You'll be keen to measure the effectiveness of your efforts and to try new things.

While you will follow and create your own plans, you'll also need to be adaptable to changing situations and priorities. Our customers are our most important audience and supporting the resolution of their service requests will also be a part of this role.

PSC Games is growing and this role is expected to grow with it.

## **KNOWLEDGE, SKILL AND EXPERIENCE**

### **Essential**

- Educational background/training in marketing, public relations, communications, or related
- Excellent written and verbal communication skills
- Community and/or social media experience (ideally within gaming or similar industry), including technical knowledge of platforms and best practices
- Familiarity with the hobby board game market
- Good time management skills
- Ability to work collaboratively as part of a team
- Flexibility with schedule – some work and/or travel may be required outside of a regular schedule (advance notice will be provided)
- Results- and data-driven

### **Desirable**

- Value-added skills or experience outside of core marketing and communications, such as experience with: photography/basic Photoshop, basic graphic and/or web design, streaming, video production, podcasting, copywriting, game demo/teaching
- Experience in developing an online community
- Experience working with creative industry freelancers

## **NOTES**

Applications without a cover letter will not be considered.