

Job Description: AAT General & Marketing Administrator (Freelance)

About AAT

Academic Audio Transcription Ltd is a UK-based specialist transcription and closed-captioning company with a social impact. Our clients are primarily academic researchers affiliated with higher educational institutions, as well as independent researchers, content creators, advocacy organisations, learned societies and museums. We also prioritise providing fairly-paid, accessible, flexible remote work for primarily disabled, chronically ill, and neurodivergent freelance transcribers, transcript editors and closed-caption professionals.

About the AAT General & Marketing Administrator role

The AAT General & Marketing Administrator will join our existing administration and operations team of two Administrators, as well as providing direct support to our Marketing Lead and Managing Director. We're seeking to build our administrative capacity to create more slack in our admin processes, execute our growth strategy, and create more scope for cover amongst our team as capacity fluctuates.

You'll support everything from handling new inquiries, contributing to project management and client communications, and liaising with freelancers and third-party suppliers like accountants and legal advisors. You'll have fantastic attention to detail, love designing a good process as much as collaborating to evaluate and improve existing ones, and have strong organisational capacities including supporting others to be and stay organised. You'll be confident using MS Word and Excel as well as open-source equivalents, and have great document creation and management skills. You'll be comfortable with remote team and independent working practices and tools and demonstrate a robust appreciation for the importance of communication in remote contexts. You'll have a keen interest if not existing experience in marketing and communications administration, with some familiarity with Twitter, LinkedIn, Mastodon and other social media platforms and auxiliary services like schedulers and Canva. Lastly but perhaps most importantly, you'll have a strong commitment to disability-centred working practices built around accessibility, flexibility, compassion and professionalism.

Key responsibilities:

- **Provide administrative support to AAT's Managing Director** as needed to support AAT's operational goals and business development strategy, including diary and task management support.
- **Supporting AAT's existing Admin & Operations Team** with client inquiries, supplier documentation and project communications, delivery and billing, freelancer allocations and file management, invoices and billing, and recruitment.
- **Liaise with third-party suppliers** as part of AAT's operations and activities as well as marketing and communications strategy.
- **Provide administrative support to AAT's Marketing Lead** as needed to support executing AAT's marketing and communications strategy, including collating client and freelancer testimonials, assisting with developing copy for email, web and social media, fundraising and grant writing, etc.
- **Supporting AAT content editorial projects** including podcast, blog, email and web, and supporting coordination and execution of planning, production, transcription and closed captioning, publication and promotion.

Contract-type: Part-time, remote, flexible, accessible work on a freelance contract (fixed-term or open-ended)
Hours: approximately 5 hours per week.

Rate: £12.10 per hour

To apply: Send a role-specific CV with a brief covering letter introducing yourself by email to hello@academicaudiotranscription.com by **10 March 2023**.