

Communications & Programme Assistant Role Description

Contract Type	PAYE or Freelance
Term	22-month fixed-term (June 2026 – April 2028), with possible extension
Hours	0.5 FTE — 2.5 days per week
Salary Band	£24,000 – £29,000 FTE, pro rata
Reports To	Director
Location	Hybrid - London office (min one day per week) and remote, with regular in-person meetings, events, and occasional regional travel
Working Hours	Core hours 9am–5pm; flexible working culture with some weekday evenings and occasional weekends required, with fixed commitments scheduled in advance
Annual Leave	28 days in the calendar year, inclusive of bank holidays
Benefits	NEST workplace pension scheme after 3 months' continuous service. Training and Development Opportunities
Notice Period	One month
Probation	Three months
Right to Work	All applicants must have the right to work in the UK and be over 18

About Us

The Arts Foundation is a registered charity that supports individual artists and creatives across the UK with unconditional financial fellowships through its annual programme, The Arts Foundation Futures Awards.

Founded in 1993, the Arts Foundation has awarded over £2 million to some of the UK's most promising artists at pivotal moments in their careers, enabling them to concentrate on their creative development, experiment freely, and realise their full artistic potential. The annual Arts Foundation Futures Awards provide five transformative £20,000 Fellowships, with all Shortlisted Artists receiving £1,000 towards the development of their practice.

The vital contribution of the Arts Foundation Futures Awards to the arts in the UK is demonstrated by its past Fellows, many of whom are regarded as contemporary pioneers and have gone on to become

leaders in their respective art forms, including: Wayne McGregor (1994), Alice Oswald (1996), Joy Gregory (1996), Sarah Kane (1998), Hannah Starkey (2000), Asif Kapadia (2001), Ali Smith (2001), Rufus Norris (2002), Carol Morley (2003), Lynette Yiadom-Boakye (2006), and more recently, Simon Fujiwara (2009), Sam Lee (2011), Alice Birch (2014), Hollie McNish (2015), Evan Ifekoya (2017), Holly Hendry (2019), Onyeka Igwe (2020), Klein (2020), and Bethany Williams (2020).

Recommended viewing/reading links:

- [The Arts Foundation Futures Awards 2026 Ceremony Highlights](#)
 - [Guest of Honour, Sir Ben Okri's welcome address](#)
 - [Artist Responses](#)
 - [Website](#) | [Instagram](#) | [LinkedIn](#)
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Role Overview

This is an exciting opportunity for a dynamic and culturally engaged communications and administration professional to join a small, agile team. The role combines marketing and communications, programme administration, and event management support.

The ideal candidate will have great attention to detail, equally comfortable with analytics and aesthetics, be able to move fluidly between artists and collaborators, and be passionate about amplifying creative voices across digital and physical spaces. The role will play a central part in communicating the work of the charity and supporting the delivery of our Fellowship Programme and the Arts Foundation Futures Awards, raising the profile of the artists we support.

Key Responsibilities

Marketing, Communications & Press

- Developing and managing a social media content calendar across platforms, covering weekly content, alumni news, event-specific posts, and awards-related and funding campaigns
- Raising the profile of the Arts Foundation, the artists we support and our alumni across all channels
- Creating compelling copywriting and digital content that reflects the Foundation's tone, approach and brand
- Ensuring brand and design guidelines are adhered to across all internal assets, online and print, and in partnership content
- Acting as primary editor for the charity website, artist directory, and donation portal, keeping all content accurate, accessible, and up to date
- Supporting the preparation of quarterly and event-specific newsletters and funding campaign newsletters
- Maintaining and updating contact and mailing list databases and CRM software
- Providing regular social media analytics reports to inform future activity
- Briefing and managing external designers, photographers, printers, filmmakers and editors as required
- Coordinating press-related communications, including liaising with journalists and being a point of contact for external PR for specific campaigns
- Supporting the development of awards-specific press packs and liaising with artists, writers, and journalists to secure coverage

- Coordinating the development of shortlist announcements, awards event content, and fellow communications
- Coordinating the development of a new content partnership with Google Arts & Culture
- Ensuring the Foundation is making full use of charitable support tools, including Google Ads and Google Analytics
- Ensuring the Foundation is using AI tools responsively to create efficiencies and broaden its reach and support for artists.
- Supporting advocacy and general Arts Foundation promotion as required
- Liaise with funding partners (trusts and foundations, individuals, corporates) to ensure supporter branding is visible across relevant channels and assets.

Programme Coordination

- Supporting the Director in planning and delivering the Arts Foundation Futures Awards / Fellowship Programme and maintaining regular correspondence and communications with a diverse awards-related stakeholder group
- Developing creative assets, imagery, biographies, and social content for artists, jury members, the guest of honour, and award nominators
- Overseeing the development and delivery of all programme and pre-post ceremony assets, including collating artist materials, photography, filming, and editing
- Working with the Director and other staff members to manage guest lists and circulate invitations to key stakeholders, partners, alumni, and artist guests

Administration & Event Support

- Supporting general administration, including filing and archiving (digital and physical).
- Supporting the creation of high-quality branded assets and materials to support fundraising and development activities, including artist testimonials and social impact data to communicate the value of the Fellowship Programme
- Supporting the planning and delivery of the annual Arts Foundation Futures Awards Ceremony and artist and category-specific events, such as Film Screenings, Performances, etc.
- Supporting the delivery of fundraising and other cultivation events, i.e. welcoming guests, covering documentation, etc.

This role description reflects the present requirements of the post and should not be seen as an exhaustive list of responsibilities. Duties and responsibilities may develop and change in consultation with the post holder.

Skills, Experience & Approach

We are looking for someone who has:

- Experience of working in the arts and culture sector or wider creative industries
- Experience producing high-quality media content from conception through to delivery across various platforms and channels
- Strong copywriting, copyediting, and proofreading skills in English
- Fluency across social media platforms and an intuitive understanding of what resonates digitally
- Experience with social media analytics and data analysis tools

- Experience in using a Content Management System (CMS) and managing SEO-optimised web content
- Working knowledge of tools, including WordPress, Mailchimp, Later, Canva, event invite and CRM software
- Strong administrative skills and excellent attention to detail
- A curious, lateral, and multidisciplinary approach to work
- Excellent people and relationship-building skills
- Some event management experience
- A demonstrable commitment to equality, diversity, access, and inclusion in the arts

Personal Approach & Working Style

- Proactive and self-sufficient, able to manage a varied portfolio of work independently, with a purpose and target-driven attitude
- A collaborative team member who communicates clearly and follows through reliably
- A natural relationship-builder who inspires confidence in artists, supporters and partners through knowledge, professionalism, warmth, generosity and authenticity
- Calm under pressure, adaptable, and enthusiastic about the mission of supporting artists

How to Apply

Please fill in the online recruitment form: <https://forms.gle/SxUNSTeH9Q3ik14t9>

The online recruitment form requirements and questions are as follows:

- Upload a copy of your CV (max 2 pages)
- Why are you interested in the role?
- How do your skills and experience relate to the specific responsibilities and subheadings in the role description?
- How would you approach managing the Arts Foundation's public communications? *Prompts: What key skills do you bring? What is the first thing you would implement?*
- Please indicate your preference regarding PAYE or freelance contract terms
- Application Checklist

Closing Date

- The closing date for applications is **9 am on Thursday 30 April 2026**.

Interview Date

- Interviews will be held in person in West London with the Director, Chair, and members of the Board of Trustees; the interview will last approximately 45 minutes, the **week of 11 May 2026**.

Any offer of employment will be subject to satisfactory references.

Due to limited administrative capacity, unfortunately, we are unable to contact unsuccessful candidates. If you have not heard from us by the interview date, your application has not progressed on this occasion.

Note on AI Tools

While we appreciate that AI tools can be useful for research, your application should represent your authentic personality and communication skills. We do not recommend using AI tools for this activity, as we want to understand your approach, key skills and experiences from your perspective and in your own tone of voice. We encourage individuality and personality!

Equality, Diversity & Inclusion

The Arts Foundation is committed to championing equality, diversity, and inclusion in the arts. We encourage applications from suitably qualified candidates, whatever their age, disability, gender, gender identity, race, religion or belief, sexual orientation, or socio-economic background. If you have any access support requirements, please contact us at info@artsfoundation.co.uk

Contact Details

If you have any general questions about the role or your application, please email Mary Jane Edwards, Director: info@artsfoundation.co.uk.

Thank you for your interest in the role and our work!