

Camden Art Centre Arkwright Road London NW3

Communications and Marketing Coordinator - Permanent, full-time



Camden Art Centre, 2020. Courtesy of Pentagram.

Camden Art Centre is seeking a highly motivated and organised Communications and Marketing Coordinator. This is an exciting opportunity for an early career professional looking to use and further develop their skills in a leading visual arts organisation. Working closely with colleagues in the organisation – across exhibitions, events, learning, commercial (including Shop, Café, Hires and Courses) and development – the Communications and Marketing Coordinator will support the planning, creation, delivery and evaluation of Camden Art Centre’s communications – both digital and print, online and onsite – in support of the organisation’s overarching mission.

The candidate must have a good understanding of and proficiency in digital communications (across web, social media and email marketing). They should be keenly engaged with developments in this area and committed to learning new skills, tools and approaches as the landscape develops. They will have some experience in photo, graphics, video and copy production and editing and a possess a strong eye and interest in design. They must display excellent attention to detail, be highly motivated, keen to learn and adept at managing workflows. They should also have a demonstrable interest in contemporary art and culture and be a strong advocate for growing and broadening online and onsite audiences.

Camden Art Centre is committed to achieving diversity across our staff, board, programmes and audiences, reflecting our community in North London and internationally. We want and aim to be an open and progressive organisation with equity and social justice at the forefront of our work. We proactively seek to include diverse and under-represented voices and Camden Art Centre operates a zero-tolerance of discrimination.

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We know that creating a truly inclusive culture is a journey which we are deeply committed to, including ensuring there is appropriate training and meaningful dialogue across all staff and board members to support commitment.

We are particularly interested in applications from people from backgrounds that are underrepresented in the museums and galleries sector, including people from low-income backgrounds, people with disabilities, and people from Black, Asian, and ethnically diverse backgrounds.

Camden Art Centre is committed to meeting the needs of applicants with disabilities. Visit our [access webpage](#) for general information. Please see [our recruitment guidance document](#) provided for further information.

This job pack will give you more information about the role.

We provide [additional guidance notes](#) to help you better understand the recruitment process, the information we need to know about you to understand if you are the right person for this opportunity, and how best to approach completing your application.

Thank you again for your time and best of luck with your application.

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The Shop at Camden Art Centre, 2023. Photo: Rob Harris.

What is enclosed in this document?

1. Key recruitment information
2. About Camden Art Centre
3. Job Description
4. Person Specification
5. Equal Opportunities guidelines and monitoring

1. Key recruitment information

Closing date for applications: **Monday 21 September 2026, 10am**
Interviews will take place: **Wednesday 30 September 2026**

Please note that we are unable to consider any applications which are received after the deadline. If you cannot make an offered interview time, we may not be able to give you an alternative.

Unfortunately, due to the high volume of applicants, we are unable to write back to all applicants at the shortlisting stage or to give specific feedback on why you have not been shortlisted. If you do not hear from us by 30 September, please assume that you have not been shortlisted in this instance.

Applicants must have the right to work in the UK.

Please do not send CVs.

Please send us your completed application form to recruitment@camdenartcentre.org with 'Communications and Marketing Coordinator' in the subject line.

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Please also complete the online equal opportunities monitoring form here:

[Equal Opportunities monitoring form](#)

The equal opportunities form is confidential and separate from your application.

If you have any queries regarding the role or any difficulty in completing your form, please contact us at recruitment@camdenartcentre.org.



Camden Art Centre, Donald Locke, Resistant Forms, 2026. Photo Sopo Ramischwil.

2. About Camden Art Centre

Since 1965 Camden Art Centre has been a place for art and the people that make it. Rooted in our local community and internationally acclaimed, we foster a sense of belonging and a deeper relationship to art. We aim to push boundaries and connect people to their own creativity through our exhibitions, residencies, events and learning programmes.

Originally built as a public library, the building now combines historic architecture with open, modern spaces and a secluded garden with free entry for all. Camden Art Centre has always led the way supporting artists and audiences to create and engage with the most vital and inspiring contemporary art and culture today.

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Our vision

For us all to be empowered to explore our creativity and to deepen our enquiry of the contemporary world.

Our mission

To be a space to look, make, think and talk about the most vital and inspiring contemporary art and culture today; a place to connect to your creativity.

Our values are to be:

Open

Thoughtful

Challenging

Rigorous

and to centre creativity in everything we do.

Camden Art Centre has championed over-looked and under-represented artists from every generation. From early shows like 'Contemporary African Art' in 1970, to the very first UK exhibitions of then little-known figures like Hilma af Klint in 2006, Forrest Bess in 2022 and Martin Wong in 2023. For over 50 years, we have worked ahead of the curve, giving early support and exposure to artists including Phyllida Barlow, Sophie Calle, Martin Creed, Mary Heilmann, Kerry James Marshall, Mike Nelson, Laura Owens, Veronica Ryan, Yinka Shonibare, Kara Walker, Christopher Wool and more recently Allison Katz, Walter Price and Mohammed Sami. Our world renowned exhibitions programme supports artists at every stage of their careers, enabling them to make work that is relevant for today: brave, challenging, engaging and vital.

Camden Art Centre is an Arts Council England (ACE) National Portfolio Organisation (NPO) and a registered charity governed by a Board of Trustees. We have a team of around 25 plus Front of House and artists and freelancers who work on our programmes.

[Tap here to explore](#) our archive, featuring past exhibitions, residencies and projects.

For more information, visit camdenartcentre.org

YouTube: [Camden Art Centre - YouTube](#)

Instagram: [Camden Art Centre \(@camdenartcentre\) • Instagram photos and videos](#)

Facebook: [Camden Art Centre - Home | Facebook](#)

Benefits Include:

- 25 holiday days per annum, plus bank holidays (pro rata for part-time staff)
- Access to ICOM card for free entry to museums and galleries
- Discounts in our shop, café, workshops and courses.
- Training and development opportunities
- Health and wellbeing support (Health Assured Scheme)
- Access to interest-free season ticket loan and cycle scheme partnership.

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60th Anniversary Party at Camden Art Centre. Photography by Hydar Dewachi.

3. Job Description

Marketing and Communications Coordinator

Employer	Camden Art Centre	Place of work	Arkwright Road, NW3 6DG
Reports to	Senior Communications and Marketing Manager	Department	Communications
Salary	£30,000 per annum	Contract	Permanent
Hours/Days of work	Monday - Friday 10:00 – 18:00	Responsible for	No direct reports at this time

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Outline of role:

This fast-paced and exciting role supports the delivery of Camden Art Centre's communications, which seek to grow, reach and engage diverse audiences with our work, encourage visits and support the onsite experience.

The Coordinator will work across our digital communications – coordinating, producing, editing and delivering content for the organisation's website, social media, email marketing, and other digital platforms and channels. They support in the devising and delivery of campaigns around Camden's activities and offering – from our exhibitions, events and courses to our Shop and Café, as well as sharing our news and history. They ensure a balanced, coherent and engaging output that reflects the organisation's mission, priorities, values and brand. They help write and edit copy ensuring its clarity, appeal to a wide range of audiences and appropriateness for the platform – and produce/select/edit requisite images, graphics and video.

In addition, they will support with the delivery of onsite communication with our visitors. This includes support with the design and production of signage, wayfinding, promotions, exhibition interpretation, as well as various other materials.

The role requires a high level of digital literacy and competency in the relevant platforms. The Coordinator must be a quick and resourceful learner, keen to acquire new skills as required.

Alongside delivery, the role includes administrative support of the team's activities, including with: campaign planning; coordination with colleagues, suppliers and partners; data collection, reporting and analysis; file and documentation management; and financial administration.

Key Tasks and Responsibilities

Website and digital platforms

1. Create new and update existing webpages – working with colleagues across various teams (Exhibitions, Learning, Commercial (inc. Shop, Café, Hires and Courses), Front of House and Development) to collate and produce content, edit copy and images and layout out materials appropriately.
2. Manage the site's homepage to ensure the most relevant content is promoted to visitors.
3. Support the management of online event booking, including setting up tickets and monitoring sales.
4. Provide support to the commercial team around the Shop's Shopify site.
5. Support the Communications Manager in the maintenance, troubleshooting and development of the website in collaboration with external developers.
6. Manage and update content for Camden's other digital platforms, including the Bloomberg Connects app and Linktree.
7. Edit audio and video recordings of live events for web and social media. (Training will be provided if the selected candidate does not hold this experience.)

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Mailer

8. Coordinate the schedule for various mailings, including fortnightly newsletters, seasonal launches of workshop and courses, invites to special events (including our exhibition openings) and welcome emails for new subscribers.
9. Plan, collate and layout mailer content in Mailchimp.
10. Coordinate reciprocal mailer promotion of exhibitions with peer institutions.
11. Support the growth and management of Camden Art Centre's mailing lists.
12. Keep abreast of trends and developments in this area to ensure new opportunities are assessed and adopted where appropriate.

Social Media

13. With the support of the Communications Manager, plan and deliver a rich, varied and balanced social media output to support and promote Camden Art Centre – its news, activities, commercial endeavours and wider mission – and grow and develop its audiences:
 - Propose and produce creative content that supports the mission of Camden Art Centre.
 - Promote Camden's onsite offering, including exhibitions, events, shop, café and garden.
 - Tailor content for optimum platform performance and to resonate with target audiences.
 - Ensure video, image and copy are of high standard and fully convey the Camden brand.
 - Manage the scheduling content calendar to ensure timely delivery.
 - Seek out opportunities to share Camden's past work through developed content streams and calendar/news hooks.
 - Develop appropriate seasonal campaigns.
 - Work with partners and artists to maximise post reach.
14. Follow the Centre's Digital Action Plan and Audience Development Strategy and contribute to the further development of these guiding documents.
15. Support the Communications Manager with the production and output of paid digital adverts.
16. Support community engagement and management through the daily monitoring of activity, working with the Communications Manager to respond where appropriate.
17. Keep abreast of trends and developments in this area to ensure new opportunities are assessed and adopted where appropriate.

Data collection, analysis and reporting

18. Support the collection, analysis and presentation of data from across our digital platforms for tracking and developing strategy and for reporting purposes.

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19. Work with Front of House to support the collection and analysis of visitor and survey data from Camden's onsite audiences.

Design and production

20. Produce a range digital assets, including e-flyers, e-vites, social graphics, onsite digital screens.
21. Support in the design of printed materials, such as flyers, brochures, handouts, posters and shop/café promotions – using or adapting existing templates according to brand guidelines.
22. Support the design of onsite signage and exhibition graphics, including temporary signage, wayfinding, exhibition wall text and labels – using existing templates.
23. Support on the production of materials, obtaining quotes, liaising with suppliers and managing timelines.
24. On occasion, support the outsourcing of design to agencies and freelancers: helping to write briefs, manage timelines, and provide feedback.

Press

25. Support the Communications Manager with press communications, including proofing press releases and image sheets, producing press packs, and responding to image other press requests.
26. Compile press clippings, ensuring all coverage is digitised, filed and archived in a timely manner.
27. Record statistics on press coverage and extract key quotes for reporting.

Marketing

28. Ensure external listings are updated with Camden Art Centre's programme.
29. Seek out and support other promotional activities for the Centre.
30. Support the local promotion of Camden Art Centre through seeking out opportunities and potential partnerships and supporting the production and distribution of printed materials.

Documentation

31. Support the documentation of Camden Art Centre's activities, through supporting the engagement, briefing and managing of shoots with a roster of freelance photographer and filmmakers.
32. Manage the filing of documentation, ensuring credits and licences are usage properly stored.

Brand

33. Contribute to the production of high-quality, audience-appropriate copy across Camden Art Centre's outputs through support with writing, editing and proofreading copy in collaboration with colleagues across the organisation.
34. Act as a champion for the organisation's brand, ensuring that all external communications consistently reflect the organisation's visual identity, values, tone of voice and visual standards.

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35. Support the maintenance and development of brand guidance, including through the support on the production of templates and resources to aid consistent application across the organisation.

Administration

36. Support the financial administration of the communications team's budget.
37. Manage the communications team's regular schedule of meetings, draft meeting agendas, and take notes and action points.
38. Support with the workflow of team projects, including through updating the team's project management systems.

General

39. Undertake other duties as required to ensure the smooth running of the communications team and Camden Art Centre.
40. Operate in accordance with the centre's health and safety, employment, equal opportunities, environmental, anti-racism, safeguarding, data protection and other policies and procedures.
41. Undertake other duties as required to ensure the smooth running of the communications team and Camden Art Centre.
42. Maintain a commitment to training and professional development and participate in staff team activities
43. Additional weekend and evening work may be required, for which time off in lieu will be granted

Person Specification

Essential skills/ experience

- One to two years' experience working in a communications and/or marketing role (can include part-time or voluntary work, or as a part of a wider role), preferably within a non-profit, cultural or arts organisation.
- Highly IT proficient, including with Microsoft 365 software.
- Excellent level of written and spoken English.
- A strong understanding of digital communications and sector developments.

Desired skills/experience

Our preferred candidates would hold a majority of the following skills/experience with a strong motivation to undertake training in the role to acquire the others.

- Experience using a CMS (ideally Wordpress)
- Experience producing mailers (ideally with Mailchimp)
- Experience producing content for social media platforms
- Experience using social media management software
- Experience with various other digital platforms such as YouTube, SoundCloud, Linktree.
- Experience in image, video and sound editing (ideally using Adobe Creative Suite)
- Experience of producing brand assets and materials (ideally using Adobe Creative Suite)

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- Experience capturing photography, audio and video with a smartphone and/or with specialist equipment
- Some experience with e-commerce (ideally Shopify)
- Some experience with digital advertising
- Proficiency using MacOS
- Experience writing and editing copy for a range of platforms and audiences
- Excellent proofreader

Essential interests

- Demonstrable interest in contemporary art and culture.
- Strong interest in digital communications: keenly following sector developments and how they might be harnessed by cultural institutions.
- Interest in audience development and widening access to the cultural sector.
- Strong interest in design.

Essential qualities

- Highly organised with meticulous attention to detail.
- Adept at planning, managing workload and prioritising tasks.
- Able to adapt and respond quickly and calmly to changing situations.
- Flexible and collaborative approach to working as part of a team.
- Highly motivated
- Positive and supportive in the workplace.
- Proactive, honest, reliable and punctual.
- Strong interpersonal communication skills; able to build strong working relationships with colleagues, and external stakeholders – including exhibiting artists, suppliers, partners and funders.

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5. Equal Opportunities Policy and Monitoring

1. Introduction

- 1.1 Camden Art Centre (CAC) is committed to a policy of equality of opportunity in its employment practices and in the provision of services to users.
- 1.2 The Sex Discrimination, Race Relations and Disability Discrimination Acts protect job applicants, employees, self-employed people, and contract workers alike and accordingly the word “employee” in this policy includes all such people who are protected by the Acts.
- 1.3 Senior management fully supports this policy. All employees are responsible for its implementation and should request special training if they have any doubts about its application. An employee should address any questions in relation to the policy or any requests for special training to the Director.
- 1.4 Employees who feel that they have suffered such discrimination should raise the matter with the Director.

2. A Statement of Policy

- 2.1 As an employer CAC aims to ensure that no potential or actual employee receives more or less favourable treatment on the grounds of race, ethnic or national origins, disability, marital status, gender, sex, sexual orientation, age, class, responsibility for dependants or religious beliefs.
 - 2.1.1 Selection procedures and criteria are reviewed to ensure that individuals are selected on the basis of their relevant merits, abilities, experience, and qualifications.
 - 2.1.2 All employees must accept their personal responsibility for the practical application of the Policy but at the same time CAC acknowledges that specific responsibilities fall upon management, supervisory staff and individuals professionally involved in recruitment and employee administration.
 - 2.1.3 To ensure this Policy is consistently applied and monitored co-ordinating responsibilities have been assigned to the Administrator who will monitor the operation of the Policy for both employees and job applicants.
- 2.2 As a service provider, CAC aims to ensure that its artistic programme reflects the cultural diversity of the community in which it is based. In particular it aims to ensure that audiences and users are not denied access to the programme on grounds of race, ethnic or national origins, disability, marital status, gender, sex, sexual orientation, age, class, responsibility for dependants or religious beliefs. The artistic programme also aims to challenge and explore issues around identity and society’s response to identity and ‘difference.’
 - 2.2.1 The exhibition and education programmes are reviewed to ensure that they reflect the needs and interests of the whole community.
 - 2.2.2 Targeted activities will be integrated into the programme in order to encourage increased use of the Centre by members of the community who ‘traditionally’ feel excluded from art spaces.
 - 2.2.3 All employees must accept their personal responsibility for the practical application of the Policy but at the same time CAC acknowledges that specific responsibilities fall upon management, supervisory staff and individuals professionally involved in programming and service provision.
 - 2.2.4 To ensure this Policy is consistently applied and monitored co-ordinating responsibilities have been assigned to the Director who will monitor the operation of the Policy within the artistic programme and other services.

3. Recruitment procedures

- 3.1 Job descriptions and person specifications are regularly reviewed to ensure that they accurately reflect the responsibilities of the post and contain no indirect discrimination.
- 3.2 The person specification and experience related to the job description provides the basis for the objective criteria for selection of candidates for short listing and appointment.
- 3.3 Applicants receive a job description, person specification, and an equal opportunity form for details of protected characteristics such as sex, disability and race in line with Arts Council guidance, that will be used for monitoring purposes.
- 3.4 Data may be referred to after initial shortlisting in order to choose between candidates of equal merit, in order to support our aim to diversify our workforce for individuals with protected characteristics.
- 3.5 Interview panels will be kept to a minimum size and panel members will be briefed on the application of the policy and the inadmissibility of discriminatory questions.
- 3.6 Candidates selected for interview will be asked the comparable questions. Candidates required to sit recruitment tests will be set the same tests.

4. Grievances

Anyone who believes that there has been any breach of this equal policy or has a grievance in respect of any act of sexual or racial harassment or any other discrimination should raise the grievance in accordance with CAC’s Grievance Procedure. Anyone who does not feel able to do this should raise it with the Director or if that is inappropriate, the Chair.

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5. Discipline

An employee who harasses or discriminates against any other employee or CAC users or visitors on grounds of race, ethnic or national origins, disability, marital status, gender, sex, sexual orientation, age, class, responsibility for dependents or religious beliefs will be dealt with under CAC's Disciplinary Procedure. Such harassment or discrimination will normally be regarded as gross misconduct so that, on completion of the investigation and the relevant stage of the Disciplinary Procedure, the employee will be summarily dismissed.

Thank you for reading and good luck with your application.



Slogan plates created by Kingsgate Primary School pupils