Digital Content & Design Officer

Application

Soul City Arts | **Serious about change**

www.soulcityarts.com

About Soul City Arts

Soul City Arts (SCA) is a Birmingham-based arts organisation creating bold, visually powerful and socially engaged work that brings people together across culture, faith and identity. From Port Hope, our creative home in Sparkbrook, we work with artists, communities and partners on visual arts, performance, festivals and creative projects locally, nationally and internationally. Founded by artist and curator Mohammed Ali MBE, SCA has a distinctive artistic identity and strong visual aesthetic. We want our design and digital content to help more people discover the artists, ideas and stories behind our work.

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The Opportunity

We are looking for a creative and motivated early-career professional with a strong eye for visual design and an interest in digital storytelling. You may bring experience from employment, freelance or independent creative practice, education, volunteering or community projects.

You could be designing graphics for a campaign, creating a short video from a live event, preparing a social media post or helping share the story behind a new artistic project. You will develop your skills and portfolio through varied, real-world creative work, with guidance and feedback from colleagues.
As part of a small, collaborative team, you will also be happy to roll up your sleeves and lend a hand with projects and events when needed, whether helping prepare a space, supporting an event or getting involved in the practical side of SCA's work. Your main focus, however, will remain design, social media and digital content.

You will be line-managed by the Senior Producer, who will coordinate your day-to-day priorities, workload and professional development. You will also work closely with SCA's Founder & Artistic Director, who provides the overall creative direction and visual standards for the organisation. SCA will be developing a Brand & Content Playbook to translate this creative vision into clear guidelines, templates and ways of working. The Artistic Director will guide the creative approach to key campaigns and projects, while the Senior Producer oversees day-to-day delivery within the agreed creative framework.

SCA is committed to supporting the development of its staff. We recognise that people bring different skills and experiences, and will work with the successful candidate to identify relevant training and development opportunities that support both their professional growth and the needs of the role.



What You'll Do

Design & visual content

- Create everyday campaign graphics, promotional material and digital assets, adapting designs for different platforms within SCA's visual identity.

Social media & digital storytelling

- Create and schedule agreed social content, including posts, captions, photography and short-form video such as Reels; capture selected projects and events.

Website & digital support

- Make routine website updates through the existing CMS/Wordpress, support e-newsletters and event listings, and apply basic SEO and accessibility good practice.

- Help organise image, video and design assets, including appropriate credits and permissions. Larger specialist design, film and web work may be commissioned separately.

What We're Looking For

We are interested in what you can make, your approach to creative work and your potential to develop. Experience can come from many routes; you do not need to have worked in an arts organisation.

Essential skills & approach

- A good eye for design, layout, typography and visual storytelling, with examples of your work.
- Experience using Adobe Creative Cloud, Canva or similar design tools.
- Practical confidence creating content for social media, with basic photography or short-form video skills.
- Basic experience updating website content through a CMS, or the confidence and ability to learn.
- An understanding of basic SEO and digital accessibility, such as clear headings, page descriptions, accessible images and well-structured content.
- The ability to work to a creative brief, respond constructively to feedback, organise your work and meet deadlines.
- A positive, collaborative and practical approach, with an interest in the arts and willingness to support the wider team when needed.

Desirable experience

- More advanced knowledge of SEO, website accessibility, digital analytics or website content optimisation.
- Additional skills in motion graphics, animation or more advanced photography and video production.

The Role at a Glance

Job title	Digital Content & Design Officer
Salary	£25,000–£30,000 FTE; 3 days per week
Hours	0.6 FTE, based on a 40-hour full-time week
Contract	Permanent
Line manager	Senior Producer
Creative direction & oversight	Founder & Artistic Director
Usual place of work	Port Hope, Birmingham / Hybrid working.
Preferred start	Jan 2027

*Some evening or weekend activity may be needed by agreement, with arrangements managed under SCA policies.



How to Apply

Please send your CV, a short statement of interest (around 500 words explaining why you want to work at Soul City Arts and why you think you would be a good fit) and a portfolio link or a few examples of your work.

We welcome work from education, employment, freelance projects, volunteering or personal creative practice. Examples of design and visual content are particularly welcome, alongside any social posts, photography or short videos.

Shortlisted candidates will be invited to interview to discuss their work and complete a short creative exercise.

Applications: recruitment@soulcityarts.com | Subject: Digital Content & Design Officer Application – [INSERT YOUR NAME]

Deadline: MONDAY 30th November 2026.
Interviews: week commencing 7th December tbc.

Equality, Diversity & Access

SCA welcomes applicants from all backgrounds and particularly encourages people underrepresented in arts and creative industries. We recognise that creative skills develop through different routes. If you require adjustments or support with your application, please contact recruitment@soulcityarts.com.



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