

SLG

APPLICATION PACK FOR COMMUNICATIONS COORDINATOR

Closing date:
Monday 1 December 2025, 5pm



Supported using public funding by
**ARTS COUNCIL
ENGLAND**



Christina Kimeze, *Between Wood and Wheel*, 2025. Photo Andy Stagg



Leonardo Drew: Ubiquity II, South London Gallery, 2025. Photo: Andy Stagg

HOW TO APPLY

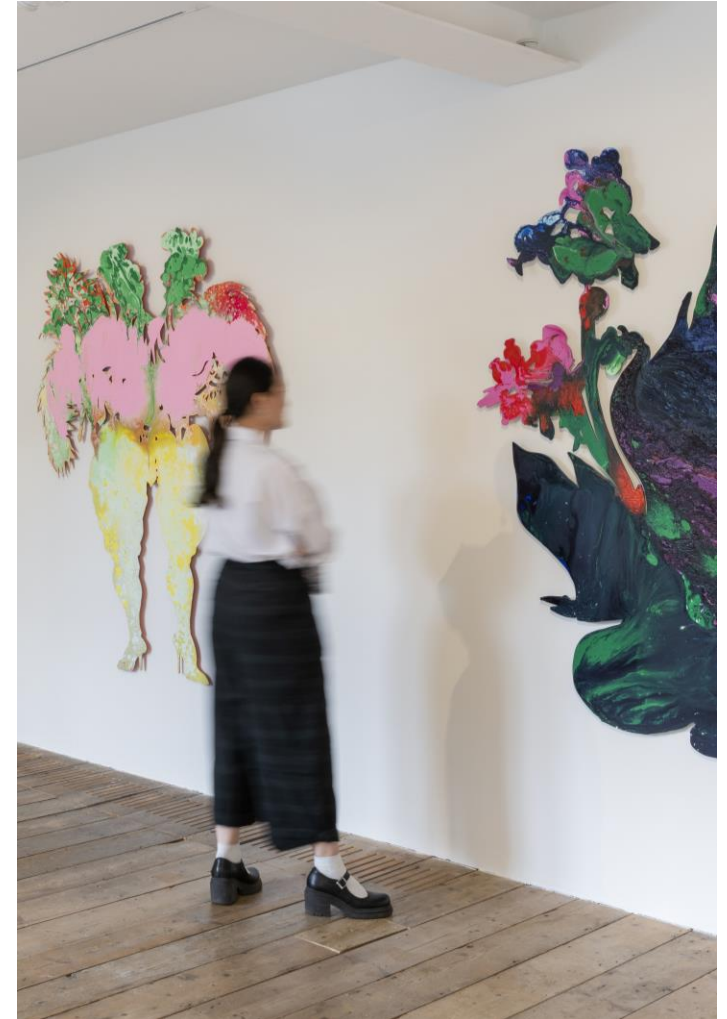
1. Please **visit** <https://www.southlondongallery.org/jobs/> to download an Applicant Details Form and Application Form.
2. Please **email both completed forms to:**
recruitment@southlondongallery.org
3. Please also complete the anonymous, online equal opportunities monitoring form here:
<https://www.surveymonkey.com/r/CDHVDK8>

The closing date for applications is **Monday 1 December, 5pm**. Applications received after that time cannot be considered.

An online information session about the role will take place on **Monday 17 November, 6pm**. To register, please visit this [link](#).

If you have any queries regarding the process or the role please contact Craig Jones, HR Manager on 020 7703 6120 or at recruitment@southlondongallery.org

November 2025: Communications Coordinator



Firelei Báez: Sueño de la Madrugada (A Midnight's Dream), 2024.
Photo: Above Ground



HOW TO APPLY

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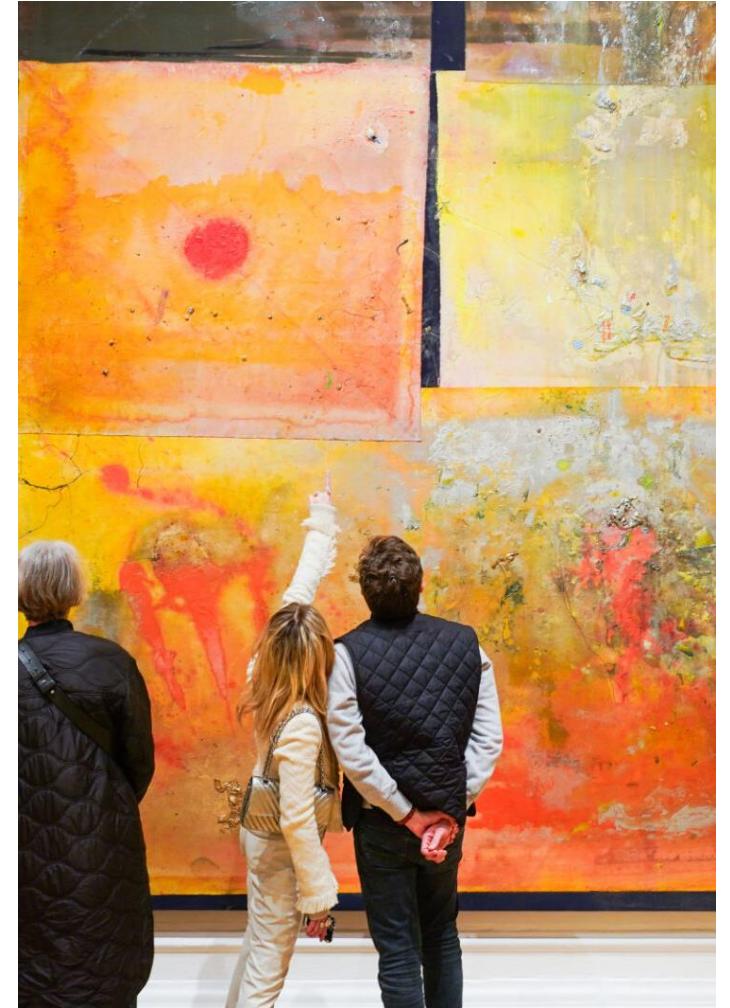
CANDIDATE

ABOUT THE SOUTH LONDON GALLERY

The South London Gallery (SLG) is a locally, nationally and internationally recognised centre for contemporary art with an acclaimed and award-winning education programme.

Founded in 1891 as a purpose-built gallery, the original site has expanded to include the Clore Studio and a café (since 2010); an artist-designed garden (opened in 2016); the Fire Station (opened in 2018); and Art Block, a space for local children and families on Sceaux Gardens estate.

November 2025: Communications Coordinator



Frank Bowling, Skid, 2024. South London Gallery, Photo: George Groves.

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ABOUT THE SOUTH LONDON GALLERY

"The gallery has a rigorous international programme, but still feels very local. It is very much about the area and the people that live around it."

Ryan Gander, Artist

The year-round exhibitions programme showcases the best in international contemporary art, complemented by an events programme for people of all ages and interests. The gallery's emphasis is on presenting new work by British and international artists, often by those who have rarely or never had a solo show in a London institution. Group shows bring together works by established and lesser-known British and international artists, whilst an ongoing residency programme provides opportunities for artists to develop new work and exhibit at the SLG.

November 2025: Communications Coordinator



South London Gallery, Photo: Andy Stagg.



THE PASSMORE EDWARDS
SOUTH LONDON ART GALLERY
AND TECHNICAL INSTITUTE

LAGOS, PECKHAM, REP
5 JUL - 29 OCT 2023

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EQUITY, DIVERSITY AND INCLUSION

We particularly encourage and welcome applications from people from backgrounds which are underrepresented in museums and galleries, including people from low-income backgrounds, people from Black, Asian and ethnically diverse backgrounds and disabled people.

The SLG **fosters varied perspectives and experiences**, encouraging open conversations and active listening practices. We believe everybody is entitled to **feel welcome and safe** at the SLG and confident to express their authentic selves. We are committed to achieving diversity across our staff, board, programmes and audiences, to reflect society.

We aim to create a working environment that enables us to challenge structures and practices, to ensure that diversity is at the forefront of our organisation. We strive to be **fully inclusive and to proactively counter discrimination**.

November 2025: Communications Coordinator

After interviews, if it is necessary to select between candidates of equal merit, where known, we may select a candidate from a group that is underrepresented within our workforce.



Emerging Conversations, 2025. South London Gallery. Photo: Betty Zapata

WHY WORK AT THE SLG

November 2025: Communications Coordinator

1. Competitive salary with a yearly review

2. 26 days annual leave pro rata plus bank holidays – increasing after 5 years' service

3. Union recognition with BECTU

4. Discounts at the SLG's bookshop and cafe

5. Access to discounts at a range of high street retailers and supermarkets

6. Access to free and discounted events including theatre, concerts, comedy and sporting events

7. Cycle to work scheme

8. 6% pension employer contribution

9. Wellbeing support – Employee Assistance Programme & trained Mental Health First Aiders



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JOB ROLE

Job Title:	Communications Coordinator
Duration:	Permanent
Hours:	28 hours per week
Salary Scale:	£30,892 – £33,672 pro rata
Pension:	6% employer pension contribution
Holiday:	26 days plus bank holidays pro rata
Reports to:	Digital Communications Manager

**Appointments are made at the start of the salary scale, with annual pay progression through the scale based on satisfactory performance. The pay scale is reviewed annually in the light of cost of living and operational budgets.*

November 2025: Communications Coordinator



Nairy Baghramian: Jumbled Alphabet, 2024. South London Gallery.
Photo: Jo Underhill

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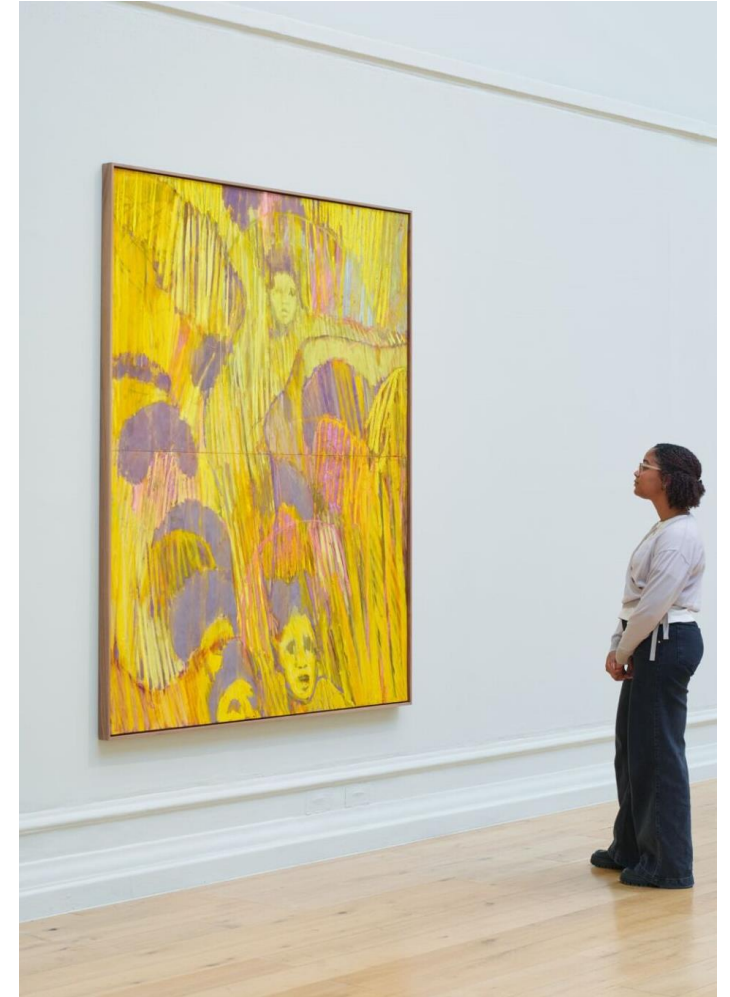
CANDIDATE

JOB ROLE

The Communications Coordinator contributes to the planning and delivery of all communications and digital activities for the South London Gallery. Working alongside the Head of Communications and Digital Communications Manager, the Communications Coordinator supports the implementation of the SLG's communications strategy, reaching new audiences, creating engaging digital content, and enhancing visitor experience online and on site.

The role involves the full range of communication channels including print marketing, signage, press, digital, audio-visual interpretation and social media to profile the SLG's programme, Communities and Learning activities, bookshop and café. The Communications Coordinator also provides administrative support and assists at special events as necessary.

November 2025: Communications Coordinator



Christina Kimeze: *Between Wood and Wheel*, 2025. South London Gallery.
Photo: Andy Stagg



South London Gallery Bookshop. Photo: Dan Weill

KEY TASKS AND RESPONSIBILITIES

November 2025: Communications Coordinator

Digital

- Support on social media and digital campaigns focused on exhibitions, public and Communities & Learning programmes and venue hire to ensure the most effective and diverse presentation of the gallery's activities;
- Create and schedule engaging content on social media for the SLG across TikTok, Instagram, Facebook, YouTube and LinkedIn;
- Support the Digital Communications Manager and Development Manager on the creation and scheduling of newsletters and e-flyers, liaising with all departments for content and ensuring timely dissemination;
- Support the Digital Communications Manager to review, collate, edit and update content on the SLG website;
- Support the Digital Communications Manager and Retail Manager with the e-commerce visual merchandising and provide marketing support for the SLG's retail offer;
- plan and deliver documentation of key live events, oversee timely sharing of audio and visual material for audiences and peers;
- support the Digital Communications Manager to progress key website development projects;
- Create and upload content for the SLG's digital screen installed outside the Fire Station;
- maintain and develop accurate and comprehensive contact database on Klaviyo and Beacon to ensure email lists are up to date for press and other stakeholders.

Design, Print & Signage

- Support the production and distribution of print materials, including liaising with colleagues, artists, photographers, designers and printers, compiling content, formatting, proofreading and giving feedback;
- creating in-house print materials using Adobe Software; create and share templates and monitor brand rules across internal and external communications;
- contribute to the production of exhibition and gallery signage. Work with the Head of Communications and Front of House team to review and implement improvements for signage, wayfinding and design across the SLG's sites.

Audience Development

- Support the promotion of the SLG's exhibitions, events, venue hire, education programmes, fundraising, café, shop and other projects;
- contribute to public fundraising communications campaigns;
- lead on reciprocal swaps and regular communications with other cultural organisations to reach the widest possible audience;
- support gallery departments through the creation of online questionnaires and reports for internal and external reporting, ensuring SLG audience data handling is compliant with GDPR regulations;
- drafting invitations and print materials for upcoming events;
- and support other departments with their digital and marketing activities, ensuring best practice and integration with the SLG's communications activities.

KEY TASKS AND RESPONSIBILITIES

November 2025: Communications Coordinator

Administrative

- Monitor the SLG's press and venue hire inboxes;
 - organise and archive press coverage;
 - support on the organisation of press and influencer events and filming sessions;
 - support on venue hire administration including tours of the building to prospective hires and arranging bookings;
 - create image sheets, ensuring artist and image copyright terms are adhered to;
 - oversee and update free and paid listings websites on a regular basis;
 - support with membership renewals and communications;
 - oversee the maintenance of appropriate archives of print materials.
- Be inclusive and anti-racist and operate in accordance with the SLG's equity, diversity & inclusion, safeguarding, employment, health and safety, equal opportunities and other practices, policies and procedures.
 - Take responsibility for own administration, devise and implement appropriate processes and procedures to achieve agreed objectives.
 - Actively contribute to the SLG's environment & sustainability action plan
 - Attend weekly staff meetings and report on relevant areas of work.
 - Maintain a commitment to training and professional development.
 - Be an advocate and effective representative of the SLG at private views, previews, other evening and weekend events as appropriate, and at external professional events.
 - Act as a keyholder as appropriate and required.
 - Have the ability to work occasional evenings and weekends, for which TOIL (time off in lieu) will be given.
 - Undertake other duties as may be reasonably required.



South London Louie, 2022. Photo: Dan Weil

This is a guide for the kind of skills and experience we would like you to have. We are looking for a candidate that meets the majority of the criteria, but you don't have to meet all the criteria to be considered.

Knowledge & Experience

1. Experience in supporting communications campaigns
2. Experience in digital marketing and social media campaigning
3. Experienced and confident in using Adobe Suite (Photoshop, Illustrator and InDesign)
4. Experience of using social media platforms, such as Instagram, Facebook, TikTok and Soundcloud
5. Experience of using social media schedulers e.g. Hootsuite
6. Experience in supporting traditional marketing and print campaigns
7. Knowledge of contemporary visual arts

This is a guide for the kind of skills and experience we would like you to have. We are looking for a candidate that meets the majority of the criteria, but you don't have to meet all the criteria to be considered.

Skills & Attributes

1. Commitment to promoting and delivering diversity and inclusion across all areas of the SLG
2. Excellent interpersonal communication skills
3. An interest in audience development and widening access in the cultural sector
4. Experienced and confident in using Adobe Suite (Photoshop and InDesign)
5. Ability to prioritise a full workload
6. Reliable, flexible and punctual
7. Strong IT & Administrative skills