



# Creative Assistant

Part-time remote (0.5 // 2 days pw)

**Salary:** £30k pro-rata

**Application closing date:** Wednesday 3rd June 2026, 23:59 BST

## Job Summary

This role will play an important part in maintaining organisational administration and governance processes during a period of maternity cover, while supporting the Creative Director and Head of Programme in the planning and delivery of Mediale's programme and artist development activity.

## Role Description and Responsibilities

- Administration
  - Meeting coordination, agenda prep, minute taking and action tracking
  - Financial administration (invoices, expenses, liaison with bookkeepers)
  - Maintaining organisational project management systems
  - Email & diary management for the Creative Director and Head of Programme
- Programme Support
  - Support planning and delivery of Mediale's high profile programme of commissions, place based partnerships, roster support and artist development
  - Coordinate logistics for events, projects and partnerships
  - Assist with fundraising applications
  - Assist with tracking project timelines and deliverables
  - Assist with reporting (e.g. Arts Council, trust & foundations)
- Comms & Marketing
  - Schedule and draft social media & comms content (general and project specific)

## Skills:

- **Essential**
  - Experience supporting events, projects or creative programmes
  - Strong administrative skills and attention to detail
  - Ability to work independently (proactive, driven and willing to take initiative)
  - Experience in arts, culture and technology
  - Experience working with artists, communities or cultural organisations
  - A reliable, calm and positive communicator, able to keep in mind and represent

- the wider vision of the organisation
  - Financial literacy, including experience of putting together and effectively managing project budgets
  - Excellent presentation and communication skills
  - Confidence with digital software and tools e.g. Slack, Monday and Google Workspace
- **Desirable**
    - Experience creating content for digital platforms
    - Familiarity with fundraising/reporting in a charity
    - Engagement and interest in digital art
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## **Mediale background**

Mediale is a commissioning organisation based in Selby, and working internationally. We don't just present finished work or deliver events - we support artists to develop and create ambitious new work, from early ideas through to production.

We work across art and technology, supporting artists and studios who use digital tools and processes as an integral part of how they think and make.

A big part of our role is identifying and working closely with exceptional artists with the potential to grow their profile, opportunities and reach. Through creative development, advocacy, introductions and practical support, we help artists realise projects and build long-term opportunities for their work.

This long-term approach sits at the heart of what we do. Through our Associate Artists roster and wider network, we build ongoing relationships that help create the conditions for artists to thrive. Much of this work happens behind the scenes, but it is central to Mediale's reputation, funding and impact.

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**Salary:** £30k pro-rata

**Hours:** Part-time, 2 days a week (0.5 FTE) - we operate on a 4-day working week, Monday - Thursday, with flexible working hours.

**Location:** Remote (with occasional travel based on projects and development workshops, circa 1x per month e.g. York, Leeds, Manchester, London).

**Length of contract:** This post is offered as a fixed term contract, initially for a period of 16 months to cover a period of maternity leave.

**Further details and employee benefits:** We are members of Spill, which provides on-demand, confidential, and high-quality mental health support to all team members. We operate a flexible working model with a focus on professional autonomy and project output, and all employees are entitled to 31 days of annual leave per calendar year (inclusive of bank holidays, pro-rata). We also offer enhanced sick pay and parental leave schemes that exceed statutory requirements, providing additional security for our team members. Finally, we support ongoing learning and provide opportunities for the team to keep pace with industry-standard digital tools and creative practices.

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**Interviews:** Before 10th July 2026

## **Applications**

To apply, please submit CV, covering letter (maximum 2 pages - or a max 2 minute video) to [info@mediale.org.uk](mailto:info@mediale.org.uk) and fill out [equal opportunities Google form](#) by the application closing date of 3rd June 2026 at 23:59.

If applying in writing, please describe your suitability for the role, a little on why you are keen to join us, and 150 words on a relevant area of work or subject matter you are interested in (max 2 pages total).

If you would like to send a video, please use it to explain your previous relevant experience and why you would like to take on this role. Please include your name and the phrase **'Mediale | Creative Assistant Application'** in the subject line of your email.

In making an appointment, we use positive action under section 159 of the Equality Act in relation to disability, sex and race. This means that if we have two candidates of equal merit in our process, we will seek to take forward the disabled, Black, Asian or ethnically diverse candidate in order to diversify our staff team.