



## Job Description

### Job Title - Creative Communications Assistant (Freelance, Part time)

This role is part of the Creative Compass Team, DG Unlimited, Dumfries and Galloway Chamber of the Arts

### Contract

Freelance commission, part-time (4 hours per day to a total of 8 hours per week, with flexibility as agreed). 3-month initial probationary period with potential for extension to a 12-month contract. Commissioned Fees are £115 per 8 hour day with the possibility of additional contracted hours. This is a funded post.

### Working structure

Line Manager – Creative Producer, DG Unlimited

Management - Creative Director, DG Unlimited

[Meet the DG Unlimited team](#)

As our Creative Communications Assistant you will be working closely with the Creative Compass Project Team and the DG Unlimited team.

### About DG Unlimited

**DG Unlimited, (The Dumfries and Galloway Chamber of the Arts) is a Scottish Charity.** We work to showcase, support, and champion the people who make and contribute to the Dumfries and Galloway creative and cultural sector. Working with our members, Dumfries and Galloway's strategic public partners, regional organisations, and the creative sector in Dumfries and Galloway and beyond, we advocate for the vital role creatives play in our communities across Scotland. We are a membership organisation with friendship, collaboration, development, and support at our core.

DG Unlimited is a founding partner of the [Dumfries and Galloway Cultural Partnership](#) working with partners to amplify, engage, and support the Cultural sector in the region. We are active members of Scotland's Creative Networks, working with our sister networks to champion the creative and cultural sector in Scotland. As a membership-led organisation, we support creative and cultural individuals and organisations across Dumfries and Galloway, advocating for their needs, fostering collaboration, and providing development opportunities.

Creative Compass is a major programme of activity for creative practitioners of all mediums, providing opportunities for creative professional development, leadership skills, and workshops all developed and designed to contribute positively to shaping the future of the creative and cultural sector in the South of Scotland.

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## **Purpose of the Role**

We are seeking a dynamic individual to join our growing team as our Creative Communications Assistant. This role will support the Creative Compass team by producing engaging, high-quality content across a range of formats and platforms.

This role is for someone who is first and foremost a creative storyteller. Are you a strong writer with a good visual eye? Are you inquisitive and interested in cultural media, literature, design, photography, video and creative digital content? Do you have a desire to develop skills in these areas?

This is a brand-new role for DG Unlimited. Part of the Creative Compass team, the role focuses on creating compelling content that can then be shared across multiple platforms including web, digital publications, newsletters, social channels and partner communications. You will be working individually, and collaboratively with other team members.

This is an ideal role for an emerging or early-career creative, or an established creative practitioner seeking an additional commission.

This is a great opportunity for someone who wants to work within a supportive vibrant friendly and diverse cultural organisation while developing their portfolio of experience and building their creative network across Dumfries and Galloway and beyond.

## **Key Responsibilities**

Working with the Creative Compass team, the Creative Communications Assistant will:

### **Content Creation & Storytelling**

- Contributing to the creation of engaging written content including articles, interviews, features, case studies, profiles and updates relating to Creative Compass and DG Unlimited.
- Support the team with storytelling around the projects, members, partners, events and sector activity across Dumfries and Galloway and Scotland.
- Contribute ideas for creative and innovative ways to tell stories and communicate with our members and communities, building impact and recognition.

### **Visual, Audio & Video Content**

- Assist to capture and/or create visual content including photography, simple graphics and short-form video clips.
- Assist with editing and preparing audio, visual and video content suitable for web, newsletters, social platforms and presentations.
- Work with the team to develop creative concepts for visual storytelling aligned to DG Unlimited's brand and tone.

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### **Digital & Editorial Support**

- Support the production of digital publications, print material, newsletters and e-bulletins.
- Assist in maintaining consistent editorial standards across platforms.

### **Collaborative Working**

- Work collaboratively with DG Unlimited Team and Trustees, members, freelancers and our partners.
- Attend events and activities where required.
- Contribute ideas to the development of DG Unlimited's communications.

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## Person Specification

### Essential

The successful candidate will be able to demonstrate:

- Strong writing skills, with the demonstrable ability to write clearly and creatively, mindful of different audiences.
- A good visual eye and interest in photography, video or graphic content.
- Demonstrable experience creating content in more than one format (e.g. written, visual, video, digital).
- Confidence generating creative ideas and developing them into finished content.
- Basic experience using content management systems (e.g. WordPress) or similar platforms.
- A working knowledge of digital tools for content creation (e.g. Adobe, Canva, video editing apps or similar).
- A strong and demonstrable interest in arts, culture and the creative sector in Scotland.
- Ability to manage time effectively and work independently on agreed tasks.
- Strong communication skills and a collaborative approach.
- Access to own IT equipment and ability to work remotely, flexibility and in a hybrid environment which requires in person and remote working and often tight schedules.

### Desirable

- Experience working in a creative, cultural or third sector setting.
- Photography and/or videography experience using DSLR or equivalent.
- Experience contributing to digital publications or editorial projects.
- Knowledge of Dumfries and Galloway or the South of Scotland creative sector.
- A full current UK driving licence and ability to travel within the region.

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## Working Pattern

- Freelance commission, part-time (4 hours per day to a total of 8 hours per week, with flexibility as agreed). 3-month initial probationary period with potential for extension to a 12-month contract. This is a funded post.
- Hybrid working, primarily remote, with attendance at meetings and events across Dumfries and Galloway when required. We are looking for an individual who can work remotely, with flexibility, and in a hybrid environment which at times will require in person or remote working and at times, tight schedules. We work with our freelance team members to ensure they can maintain their own work/life balance and health and wellbeing.
- Occasional evening or weekend work may be required by prior agreement for attending cultural events or sector meetings.

## Equality & Access

***DG Unlimited is an equal opportunities organisation. We warmly welcome applications from all suitably qualified candidates irrespective of age, disability, gender identity, ethnicity, religion or belief, sexual orientation, or socio-economic background.***

We are happy to make reasonable adjustments at any stage of the recruitment process and during the commission to support applicants who may have additional needs.

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## Ideal Candidate

This role is ideal for:

- An **emerging or early-career creative**, or
- An **established creative practitioner seeking an additional commission**

who would like to build their portfolio, develop their skills and grow their creative network while working within a vibrant cultural organisation.

## What you'll do:

Working with the Creative Compass and DG Unlimited team, you will:

- Contribute to the creation of engaging written content including articles, interviews, profiles, case studies and updates
- Support storytelling around projects, members, partners, events and sector activity
- Assist with creating and editing visual, audio and short-form video content
- Support the production of digital publications, newsletters and print materials
- Work collaboratively with staff, trustees, members, freelancers and partners
- Attend events and activities where content capture is required
- Contribute ideas to the ongoing development of DG Unlimited's communications

## We're looking for someone who has:

- Strong writing skills and the ability to write creatively for different audiences
- A good visual eye and interest in photography, video or graphic content
- Experience creating content in more than one format (written, visual, video or digital)
- Confidence generating creative ideas and developing them into finished content
- Basic experience using content management systems (e.g. WordPress or similar)
- A working knowledge of digital tools such as Adobe, Canva or video editing apps
- An interest in arts, culture and the creative sector in Scotland
- Strong communication skills and a collaborative approach
- The ability to work remotely, manage time effectively and work flexibly
- Access to own IT equipment

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## How to apply

Please send your cover letter and CV with two references, and links to your own creative practice or portfolio to [comms.dgu@gmail.com](mailto:comms.dgu@gmail.com). References will only be contacted if invited to the interview stage.

**Applications deadline 5pm 27<sup>th</sup> February 2026**

**Interviews will be conducted in person in Dumfries and Galloway on 4<sup>th</sup> March 2026**

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