

Turner Contemporary – Design & Creative Assistant

Job Title: Design & Creative Assistant

Contract Type: Fixed-term 12-month contract

Department: Marketing & Communications

Reports to: Head of Marketing & Communications

Hours of work: 3 days per week, 22.5 hours per week.

Salary: £30,392.79 pro-rata

Place of Work: Turner Contemporary, Rendezvous, Margate, CT9 1HG.

Application deadline: Monday 10am 21st September 2026

The Design & Creative Assistant is an in-house creative role responsible for delivering day-to-day design output across the gallery's marketing, exhibitions, and operations. This role supports the organisation by producing high-quality, consistent visual materials while developing skills within a collaborative cultural environment.

Key tasks and responsibilities:

Day-to-day design production

Create and adapt design assets across print and digital formats, including:

- Exhibition collateral (labels, guides, interpretation panels)
- Social media graphics and digital marketing assets
- Promotional and social media design for in-house commercial programming and festivals
- Email templates and website visuals
- Posters, flyers, and promotional materials
- Commercial events promotional material; sometimes designed in conjunction with partners
- Internal and operational signage
- Support retail in terms of gallery shop labelling, VM and other product display (particularly promotional / seasonal)
- Support retail team for e-commerce with simple product photography and other asset creation per season and collection
- Support the creation of presentations and pitch decks for Development, Exhibitions, Event Hire and Marketing
- Develop preferred image library for TCE and organisational

Turner Contemporary
Rendezvous
Margate
Kent CT9 1HG

T +44 (0)1843 233000
F +44 (0)1843 233029

turnercontemporary.org

activity

Brand application

- Apply the gallery's visual identity consistently across all outputs
- Work within established templates and guidelines
- Support the rollout of seasonal design systems

Collaboration

- Work closely with Marketing & Communications, Exhibitions, Commercial, and Development
- Respond to internal briefs and feedback efficiently
- Participate in team meetings and contribute creative ideas

File management and production prep

- Prepare artwork for print and digital publication
- Manage and organise design files and asset libraries
- Liaise with printers and suppliers where required

Iteration and responsiveness

- Deliver quick-turnaround updates and revisions
- Adapt designs based on feedback from stakeholders
- Balance multiple projects and deadlines effectively

Learning and development

- Build skills in typography, layout, and visual communication
- Gain experience in exhibition and environmental design
- Engage in mentorship opportunities and training
- Learn from external Senior Designers on key projects

General

- Embody Turner Contemporary's values of inclusivity, creativity, sustainability and accessibility.
- Participate in staff meetings and contribute to wider organisational discussions
- Support special events, including exhibition openings, book launches, and promotional activities
- Maintain awareness of health and safety regulations and ensure compliance

Person Specification:

Essential

- Strong and proven foundational design skills (typography, layout, composition)
- A high degree of proficiency in Adobe Creative Suite (InDesign, Illustrator, Photoshop)
- Keen attention to detail and file management, versioning, and organisation skills
- Proven ability to manage time and work across multiple tasks
- Excellent communication and willingness to take feedback
- Ability to take briefs and follow creative direction
- Editorial or print design projects in portfolio

Desirable

- Interest or experience in arts, culture, or gallery environments
- Basic understanding of print production processes
- Experience with digital content (social media, web assets)
- Digital photography skills
- Motion or video skills (e.g. After Effects)
- Degree (or equivalent experience) in graphic design or related field