

Job Description & Person Specification



Arts
Students'
Union

Job Description & Person Specification

– Student Staff

Job title:	Student Communications Assistant
Reports to:	Arts Programme Manager, Arts Students' Union
Working hours:	Zero hours contract (approx. half a day a week during term time)
Salary:	£14.80 per hour (London Living Wage)
Location:	Hybrid working. Team events and activity will take place across the six UAL colleges and Central London which you will be asked to attend. But project based work can also be completed by Working From Home.
Last reviewed:	05/08/2026

JOB PURPOSE

The Arts Programme Team at Arts Students' Union creates opportunities that help UAL students develop their professional creative practice and build sustainable creative careers.

We deliver a diverse programme of activities, including exhibitions, workshops, talks, markets, and networking events, designed to increase students' confidence, provide real-world professional experiences, and develop practical skills. This year, key themes within the programme include creative enterprise, selling opportunities, creative technologies, networking and collaboration, and exhibition management. To deliver this programme, we work closely with industry partners, organisations, creatives, and freelancers who share their lived experiences, sector knowledge, and professional expertise with our students.

The Student Communications Assistant will play a key role in supporting the team to plan, create, and share high-quality digital content that engages our members (UAL students). Our communications aim to showcase student work, promote Arts Programme activities, and highlight professional development opportunities and resources.

The successful candidate will create content that captures and promotes our activities

across the Arts Programme Instagram and TikTok accounts, as well as the Arts SU website, newsletters, LinkedIn, Flickr, and other digital platforms.

KEY RESPONSIBILITIES

1. Event Photography and Videography

Attend Arts Programme events to capture high-quality photography and video content that showcases student participation, creative work, and programme activity.

Content produced will be used by both the Arts Programme Team and the Arts SU Communications and Marketing Team across a range of promotional channels.

Responsibilities include:

- Photographing and filming events, workshops, exhibitions, talks, and markets.
- Creating engaging visual content that highlights student experiences and achievements.
- Preparing and organising imagery for use in marketing and communications materials.
- Uploading and maintaining event photography on the Arts SU Flickr account.

View examples of previous Arts SU photography and event documentation:

www.flickr.com/photos/suarts

2. Exhibition Documentation

A key aspect of the Arts Programme is supporting students to develop and deliver their own exhibitions. For many students, these exhibitions provide their first opportunity to curate and publicly present their work.

The Student Communications Assistant will help students document these important milestones by:

- Photographing artworks and installations within exhibition spaces.
- Capturing installation, curation, and behind-the-scenes processes where possible.
- Producing images that students can use within portfolios, applications, websites, and professional promotional materials.
- Recording the development and presentation of exhibitions to celebrate student achievements and support future opportunities.

3. Content Creation and Digital Engagement

Create engaging and accessible content for the Arts Programme Team social media channels, including Instagram (@madeinartslondon) and TikTok (@madeinartslondon).

Responsibilities include:

- Attending events to capture content for social media and promotional campaigns.
- Developing creative and engaging ways to promote Arts Programme activities to students.
- Supporting the Arts Programme Team to create content that contributes to students' professional development.
- Following Arts SU brand guidelines to ensure all content is consistent, accessible, and visually engaging.
- Adding image descriptions and accessibility features to social media content.
- Using Arts SU visual identity elements, including colours and illustrations, to strengthen brand recognition.
- Researching and sharing professional development resources, creative opportunities, open calls, and paid opportunities that may benefit students.
- Working collaboratively with students to share their creative journeys, achievements, and exhibition experiences.
- Supporting student-led content and social media takeovers where appropriate.

4. Supporting the Arts Programme Team

In addition to the core responsibilities above, the Student Communications Assistant will have opportunities to contribute to wider Arts Programme activities throughout the year.

This may include:

- Supporting the delivery of events and exhibitions.
- Writing blog content and event summaries.
- Assisting with audience engagement activities.
- Contributing ideas for future programmes, campaigns, and student opportunities.
- Providing general administrative and project support as required.

General Duties:

In addition, all staff have the following general duties in their job descriptions:

- To deliver and develop targets outlined in the Union's strategic plan.
- To contribute and assist in the Union's planning processes and the review of its performance and systems.
- Contribute to the positive and professional image of the Union and not act in such a manner as to bring the Union into disrepute.
- To observe and uphold the requirements of the Union Constitution and act at all times in accordance with policies including equality of opportunity.
- To undertake your own administrative duties.
- Undertake any other duties appropriate for the grade and responsibilities of the post that may from time to time be reasonably requested.
- To take ownership of, their Induction, Personal Development, their role within Departmental Meetings and be responsible for carrying out duties with full regard to the rules, policies and procedures and conditions of service contained in the Staff Handbook, and within Departments of the Students' Union.
- A condition of employment is that all staff are expected to assist in key events throughout the year e.g. Fresher's and welcome festivals and any other key event, including elections, if necessary. Staff are expected to portray a positive image, both internally and externally of the Students' Union by displaying high standards of service, integrity, punctuality, politeness and professionalism.
- Where you are required to work with volunteers you must support and manage them appropriately in line with the Students' Union volunteer policy.
- Environmental consideration and environmental best practice is the responsibility of all Students' Union staff.
- Any other tasks that would be deemed suitable within this role as directed by line manager.

Person Specification

CRITERIA	COMPETENCY	Assessment Type: Application (A), Interview (I), Task/Presentation (T/P)
Knowledge		
An understanding of what the Students' Union is and what we stand for.	Job related knowledge	A + I
Ability and desire to complete tasks to a specified deadline to a high quality.	Achieving and Delivery	A + I
Continually looks to improve and develop skills, with the ability to work to deadlines and goals.	Continual Improvement and Seeing the Bigger Picture	A + I
Skills		
If selected for an interview, the first 10 minutes will be dedicated to viewing your portfolio of work. This can be professional, course, or personal work you feel shows your strengths in connection with the role.	Technical skills	P
Excellent photography and videography skills. Capturing both the energy at events, as well as creating professional imagery and videos of exhibitions and artwork.	Technical skills	A + I
Knowledge of Canva, Adobe Suite (or similar software), and Instagram and TikTok.	Technical skills	A + I
Ability to work and proactively contribute to a team as well as work alone.	Team Work	A + I
Strong, demonstrable ability to clearly communicate messages to a target audience.	Communication	A + I
Behaviours		
A strong commitment to creating compelling designs and content aimed at UAL students in a variety of formats.	Student Focused	A + I
Ability to proactively report progress and challenges to line manager and supervisor, and analyse mistakes and points to learn from.	Accountability	A + I
A desire to support the emerging creatives at UAL.	Results Focused	A + I
Self-motivated, with the ability to ask for help when needed.	Personal effectiveness	A + I
A desire to work within a democratic, student-led organisation that exists to serve its members.	Political Awareness	A + I
A strong understanding of inclusion, equality, and diversity, and how this relates to our students and job responsibilities.	Inclusivity	A + I