



Digital Creator  
**Application Pack**

Soul City Arts | **Art to transform our communities**  
[www.soulcityarts.com](http://www.soulcityarts.com)

<b>Role:</b>	<b>Digital Creator</b>
<b>Base:</b>	<b>Birmingham office with some remote working</b>
<b>Reporting to:</b>	<b>Artistic Director</b>
<b>Contact Type:</b>	<b>Part-time, 3 days per week - fixed-term contract of employment</b>
<b>Salary:</b>	<b>£16,800 gross per annum (based on 3 days per week, £28,000 gross full-time equivalent)</b>
<b>Timescales:</b>	<b>To commence from January 2024 (or sooner if available), initially until the end of March 2026</b>

## About Soul City Arts

Soul City Arts (SCA) is an arts organisation committed to developing creative programmes with a vision of 'connecting communities and transforming society through creativity'. The organisation is founded and led by artist and curator Mohammed Ali MBE, who has built a strong team over the past two decades. We create events and programmes that explore commonalities and shared narratives of people across all faiths and those of differing perspectives. We seek to build hope, pride and confidence within communities enabling them to celebrate themselves and their narratives. We like to help tell the stories of everyday people in extraordinary form.

Soul City Arts is based at a former industrial warehouse in Sparkbrook, Birmingham, which we have named 'Port Hope'. We have transformed the space into a creative oasis in the middle of inner-city Birmingham. Whilst we have delivered programmes across the UK and around the globe, we are proud to be embedded in the community and remain committed to delivering locally. Following our recent success in becoming an Arts Council England National Portfolio Organisation, this is the perfect time to join the team as we continue to build our team, offer, and reach. Discover more [here](#).



Exhibition space at our Port Hope warehouse space

# The Role

Reporting directly to the Artistic Director, Soul City Arts seeks to employ a Digital Creator. The Digital Creator will take a lead on delivering all external organisational and project-based communications across all SCA platforms, including developing platforms and use.

## Responsibilities

- Create organisational and project communications
- Learn and become an ambassador for the SCA brand, voice, and house style
- Manage current communication platforms and develop new ones
- Design and edit digital content both images and video
- Work closely and collaboratively with the Artistic Director
- Work collaboratively with all colleagues, including direct work with the Public Engagement Lead
- To contribute to the delivery of SCA's Investment Principles Plan submitted to Arts Council England

All postholders are expected to participate in training and development activity and to contribute time and expertise to supporting our training programmes. This list of responsibilities is not exhaustive and team members will be required to perform duties outside of this as operationally required.



# Person Specification

- An experienced designer, experienced with tools such as Adobe Premiere Pro, Photoshop, Illustrator, InDesign, Audition, and Adobe After Effects
- An attention to establishing and maintaining a good brand presence
- An excellent communicator with a solid, working knowledge and understanding of different communication channels and their use
- A collaborative worker, demonstrating an interest across all work strands
- A creative storyteller, able to bring the mission and vision to life whilst expanding reach
- Excellent attention to detail, ensuring accuracy of all content and alignment with SCA brand
- Target focused, building audiences and engagement through content creation
- Excellent organisation skills, with the ability to balance and prioritise a diverse workload, working well autonomously and as part of a team
- Competent across IT and software, including a strong working knowledge of Microsoft Office, and willingness to learn other software programmes and digital tools quickly
- An effective communicator, able to build and maintain relationships with colleagues, agencies, and partners
- A can-do attitude to working in small and busy team structure, with multiple work strands with competing demands
- Attributes of diplomacy, confidentiality, trust and respect for colleagues and partners
- To be based in, or able to move within commuting distance of Birmingham
- A personal and professional interest in arts, culture and heritage
- Familiarity with and appreciation of diverse cultures and faith in all its forms
- Understanding and appreciation of the vision and values of SCA – set out in outline **here**



Outdoor screenings in Birmingham City Centre

# Process

Please prepare a document of no more than 3 x sides A4 paper which answers the following questions. If you prefer, you can record your answers to these questions on a video of no more than 4 minutes. The questions are set out below:

- Please provide your full name and contact information (email, contact number, address)
- Tell us what excites you the most about Soul City Arts?
- Tell us more about you and your interest in this specific role?
- Please provide up to three examples of your experience which you believe best demonstrates your ability to deliver the role for which you have applied?
- Tell us about a recent creative experience that you really enjoyed?
- What does community and inclusion mean to you?
- Please also provide details of two referees (name, job titles, organisations, email and contact number if known).

Applications (as documents or files) should be sent to [info@soulcityarts.com](mailto:info@soulcityarts.com)

SCA is committed to equal opportunities and will treat all applications fairly on the basis of written submissions. To support us with our monitoring processes, please complete the anonymous equal opportunities form available [here](#).

# Timetable

<b>Advertised:</b>	Week Commencing 9th October 2023
<b>Deadline:</b>	5pm, Monday 20th November 2023
<b>Interviews:</b>	Online interviews from week commencing Monday 20th November 2023. In-person development / assessment days for shortlisted candidates taking place week commencing Monday 27th – Wednesday 29th November 2023.
<b>Roles Commencement:</b>	From January 2024 (or sooner if available)

Good news. Interviews will be guaranteed for all candidates meeting the basic criteria linked to the person specification provided in relevant job description.

All are welcome. SCA aims to reflect all of the city of Birmingham's communities in our workforce and in particular those from a diverse background. If you believe that you meet the minimum requirements of the role, you are warmly encouraged to apply. In addition, SCA is committed to meeting your access, inclusion, and support needs. Please share with us any access and support needs and reasonable adjustments that will support you during this process and we will work with you to ensure that your support needs are met.



'Waswasa' a theatre show at the Birmingham Hippodrome

# Terms & Conditions

- This is a fixed term post until March 2026
- The post is working 22.5 hours per week (excluding 30 minute/1-hour lunch per day), generally worked Monday to Friday with frequent evening and weekend work to attend shows and events. Flexible working will be agreed
- The salary is paid monthly in arrears
- If asked to work additional hours at the weekend, Time Off in Lieu will be given if approved in advance with the Line Manager
- Holiday entitlement is 33 days per annum for full time employees, which will be reduced in proportion for part time employees, including public holidays. Holiday must be approved and taken at a time to suit all colleagues
- Main place of work is Port Hope company base (currently under development), with frequent attendance at meetings and activity offsite. There is the option for occasional homeworking, when approved
- There is a probation period of three months during which time the notice period is one week for employee and employer; on confirmation of appointment the notice period is two months
- On appointment the successful candidate must be able to provide the correct documents as proof of their right to work in the UK
- The candidate's contract of employment with SCA does not come into force until the first day of work



**'Nomad' an art installation at the University of Birmingham**



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