

# The Mosaic Rooms Communications Officer

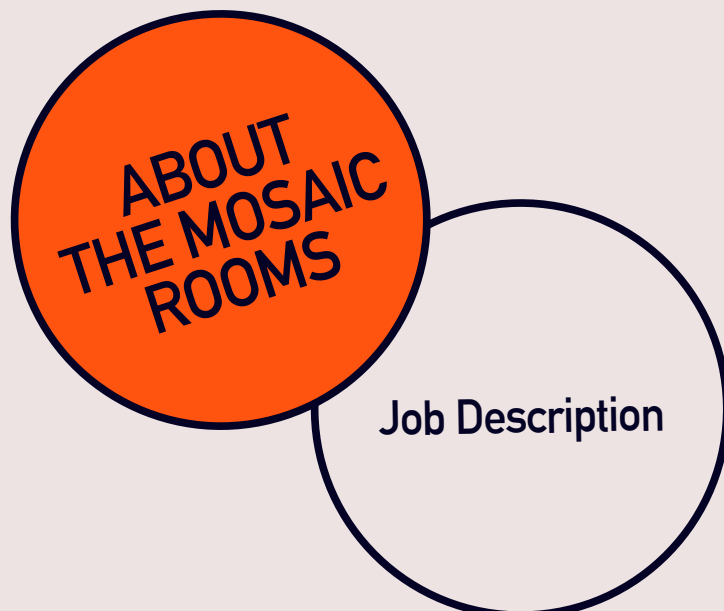
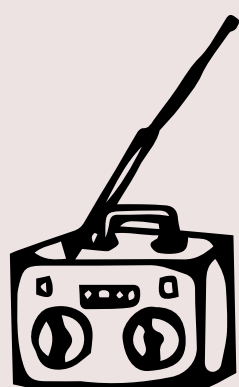
Location of role: 226  
Cromwell Road, SW5 0SW

Placement hours: 32

Working pattern:  
Wednesday –Saturday,  
10am – 6pm

Placement length: 12  
months

Salary: £28,000 per annum  
pro rata



The Mosaic Rooms is a leading non-profit arts organisation and bookshop dedicated to supporting and promoting creative practices in London.

Established in 2009, as a project of the A.M Qattan Foundation, we have dedicated our work to championing creative voices from the Arab world and beyond.

With exhibitions, workshops, community events and a curated bookshop, we invite visitors of all ages to question, learn and understand through art and contemporary culture.

We aim to provide expansive opportunities for artists, fostering connections and networks within the wider creative ecology in the UK and beyond.

The Mosaic Rooms is currently under redevelopment with an exciting new space, website and branding being launched in 2026. We are now seeking a Communications Officer - to support our organisation's communications strategy and audience development during this exciting new phase.



We're looking for a proactive and curious Communications Officer to support our communications and audience development work. This entry-level role is ideal for someone early in their career who is excited about art, culture, and digital communications — and wants to build practical experience across a range of channels.

You'll help us share our programme and values with wider audiences, from exhibition visitors to schools, funders, and followers online. You'll support our team across social media, website updates, newsletters, press admin, and other communications tasks. There'll be opportunities to shape content, contribute ideas on how we connect with different communities, and grow your skills.

As part of this role, you'll also support our team in our public spaces, acting as a front-of-house presence, helping with day-to-day running of the spaces, creating a warm and welcoming atmosphere for visitors and assisting with the bookshop, events and programming.

Your regular working days will be Wednesday to Saturday. This is a great opportunity to develop your voice and confidence in an inclusive and collaborative environment you don't need previous experience, just genuine interest in arts, culture, community-building and willingness to learn.

## KEY RESPONSIBILITIES

- Scheduling and posting content across social media platforms (Instagram, LinkedIn)
- Help update and maintain our website (via CMS)
- Support in creating and sending newsletters in Mailchimp
- Assist with image editing, copywriting and proofing communications content
- Help gather and report on audience data and analytics
- Maintain press and media list
- Support press campaigns and media monitoring
- Help document exhibitions and events (filming, editing, captioning where appropriate)
- Support the Bookshop Manager with day-to-day operations and programming, including helping run the bookshop during open hours

- Support the Creative Learning team with running the creative learning space during weekend opening hours
- Assist with the day-to-day tasks of marketing and communications, including research, file management and liaising with suppliers
- Provide general administrative and creative support across our small team

## SKILLS & EXPERIENCE

We're looking for someone who is:

- Enthusiastic about the arts, culture, and social justice
- A clear communicator with strong written English who enjoys writing and social media
- Organised, reliable and detail-oriented, but also open to asking questions
- Curious and open to learning new digital tools and platforms
- Able to work independently and as part of a team
- Comfortable using social media and basic image editing tools (e.g. Canva, Photoshop)
- Familiar with or willing to learn website CMS platforms and email marketing tools
- Comfortable talking to people and visitors in a public-facing space

We don't expect you to have done all these tasks before – but you should be excited to learn and develop. If you're unsure if you meet all the criteria, please consider applying anyway – we're interested in potential as much as experience.



## ABOUT STEP



STEP is a training programme for young East Londoners local to the Olympic Park, who are ready to bring ideas, creative energy and perspectives to the creative and cultural sector.

## YOU MUST BE

- Aged 18 to 30
- Resident of Hackney, Newham, Tower Hamlets and Waltham Forest
- Priority will be given to those that have attended school or college in these boroughs.

Through STEP, you'll get paid London Living Wage over a 12-month training programme to develop a range of skills and creative approaches and build on your network across different organisations or departments. You'll complete a work-based placement, grow as part of a peer network, take part in regular professional development workshops, and get a budget to produce a collaborative project. We'll also connect you with a specialist industry mentor, provide careers coaching and continue to offer support as part of our community after the programme.

## HOW TO APPLY

Apply Now

Complete our STEP application form by 5pm on Sunday 3 August 2025, you can upload video or audio responses.

- [STEP application form](#)

## FOR MORE INFORMATION

If you require information in an alternative format, or want to speak to us about any access requirements, please contact us at [goodgrowthhub@anewdirection.org.uk](mailto:goodgrowthhub@anewdirection.org.uk)

Go to the Good Growth Hub website to find out more here about the STEP programme, book in to attend one of our information sessions, hear from STEP alumni and read out application guide for some expert tips.

<https://goodgrowthhub.org.uk/programmes/step>