

Creative Content Assistant

£4,000 fee | 5-month fixed-term contract | From October 2026

Are you creative, curious and passionate about culture and storytelling?

Hexham Cultural Network is looking for a creative and enthusiastic early-career content creator to join us for an exciting five-month opportunity from October 2026.

This is a chance to work across some of Hexham's best-known cultural, community and creative organisations, meeting a wide range of people and creating engaging content for audiences online and on screen.

You'll have the opportunity to develop your creative portfolio, experiment with different styles of content, work with established local venues and build real-world experience in content creation and social media.

About Hexham Cultural Network

Led by Queen's Hall Arts, Hexham Cultural Network partners include: Core Music, Hexham Abbey, Museums Northumberland, Forum Cinema Hexham, Hexham Library, Hexham Community Centre, Theatre Sans Frontiers and Hexham Town Council.

What you'll create

The Creative Content Assistant will work across the Hexham Cultural Network to produce engaging digital content that supports marketing, audience development and public engagement.

Content may include short-form social media reels, promotional films, website videos, event coverage, photography, interviews and other creative digital assets. Projects will vary in scope and style, requiring the successful candidate to capture high-quality footage, edit content for different platforms, and create compelling visual stories that reflect the unique identity and objectives of each organisation. They will also be expected to build a library of reusable photography and video assets where appropriate.

Quality and feedback

We are looking for high-quality, creative content that meets the agreed brief and is suitable for use by each organisation. You will receive feedback and guidance throughout the project, and you will be expected to make reasonable revisions where content does not meet the agreed brief or required standard.

Final content will be reviewed and approved by the relevant organisation before it is published.

What the role involves

This is a hands-on, creative role. You'll be out and about across Hexham, capturing the people, places, activities and stories that make our cultural community special.

With support, you will:

- Create engaging, original reels and short-form video content
- Work face-to-face with venue managers, staff, participants, venue users, councillors and community members
- Develop content that reflects the individual personality, mood, tone and brand of each organisation
- Be confident approaching and talking to people to get the footage you need
- Direct people on camera where appropriate and use your initiative to capture strong content
- Attend meetings and briefings with staff from each venue
- Manage your own time and work to agreed deadlines
- Create content for both digital and offline audiences
- Build a portfolio of real creative work across a range of local organisations

You will have access to guidance and support from venue managers and staff, but we are looking for someone who is confident in their ability to create reels and social content and who can work independently.

A note about AI

AI-generated content must not be used in the production of the content commissioned through this opportunity. We want to see your own creativity, ideas, filming, photography and editing skills.

Who are we looking for?

We are looking for a creative, curious and confident early-career content creator – or creative duo – who is excited by the opportunity to work across culture, community and the arts.

You will:

- Be early in your creative career, whether you are working, studying or building experience after GCSE level
- Be at least 18 years old
- Have a strong understanding of social media platforms and short-form video, particularly TikTok and Instagram Reels
- Know Hexham well and understand its communities
- Be able to understand and respond to different brands, moods and tones
- Be able to create content that feels distinctive to each organisation and recognisable as part of its brand
- Be confident working to deadlines and managing your own time
- Be able to work independently and use your own initiative
- Be bold and creative in your ideas and approach
- Be confident talking to people from a wide range of backgrounds
- Be personable and able to encourage people to take part in filming
- Conduct yourself professionally and responsibly at all times

Working with children and vulnerable adults

Some of the venues and activities you may film involve children and/or vulnerable adults.

You will be expected to demonstrate exemplary professional behaviour when working in these environments. You will not be left alone with children or vulnerable adults, and appropriate safeguarding arrangements will be in place.

What you'll get from us

We want this to be a valuable experience as well as a creative opportunity. You'll get:

- Support, guidance and access to each participating venue
- The opportunity to work with a range of cultural and community organisations
- Real-world experience and portfolio material across multiple brands and audiences
- Free cinema tickets for your own use for the duration of the contract
- Complimentary tickets to selected events at Queen's Hall Arts.
- Use of our camera equipment, editing suite and laptop, if required.
- £4,000 for the agreed package of work, paid against invoices

The practical details

This is a fixed-term five-month opportunity from October 2026.

You will be expected to agree a programme of work and deadlines with the participating venues and manage your own time to deliver the agreed content within those deadlines.

Payment will be made upon satisfactory completion of the agreed deliverables and submission of invoices. Further details regarding the payment schedule and contractual arrangements will be provided to the successful applicant.

How to apply

Stage 1 – Send us your reel

In the first instance, please email us a short reel of no more than 2 minutes telling us why you're interested in the role and showing us how your skills, experience and creativity match the person specification.

Email your reel to: WorkforUs@queenshall.co.uk

Please do not share your reel on social media.

Key dates

- Application deadline (Stage 1 – send us your reel): Friday 23 October at 5pm
- Shortlisting: Week commencing 26 October.
- Interviews (Stage 2): Week commencing 2 November.

Stage 2 – Interviews

If you're shortlisted, you'll be invited to a face-to-face interview with members of the Hexham Cultural Network team.

If you have a portfolio or examples of content you have created, please be prepared to share links and talk us through them during your interview.