

## Breakthrough 2026 Job Description

### Towner – Communications and Digital Assistant - Eastbourne

Employer name	Towner Eastbourne		
Employer Website	<a href="#">Towner Eastbourne</a>		
Employer main contact	Liz Corkhill (Skills and Opportunities Producer 11 – 25)		
Employer email	Liz.corkhill@townereastbourne.org.uk		
Start Date	28 <sup>th</sup> September 2026	Hours Per Week	25
Working week	<p>9 -4 per day with unpaid 45 mins lunchbreak x 4 days per week.</p> <p>There may be some flexibility around hours and the possibility of occasional later working days or weekend working. We will give notice of this and will support with managing your time.</p>	Hourly Wage	£12.71

Job Title	Digital Comms Assistant
Company Overview	
<p><b>Who we are:</b></p> <p>Collecting and exhibiting contemporary art for 100 years, Towner Eastbourne sits where the coast and the South Downs meet. Towner presents exhibitions of national and international importance for audiences in Eastbourne, the UK, and beyond, showcasing the most exciting and creative developments in modern and contemporary art. Towner is now in the early stages of managing the care of Eastbourne’s varied Heritage Collection and is preparing for expansion onto a nearby farm site at Beachy Head.</p>	

Towner is a free resource for the local and wider community. With a Learning Team who work closely to support local school, college and other visits, and with artists to offer new and engaging ways of exploring creativity. We deliver a programme of events for all ages, gallery engagement resources and skills development for those looking to experience work in the creative industries.

Our team is welcoming and friendly, committed to sharing our skills and experience

#### Job Description

This is an opportunity to understand and contribute towards the working of a nationally renowned gallery. Working alongside experienced arts professionals you will support with a variety of aspects of our programming, both visitor-facing and behind the scenes in our Marketing Team.

You will develop a broad range of skills covering gallery operations and public facing work with our Front of House Team, alongside digital communications, administration and archiving of our website.

This role will include:

- Working alongside our Visitor Services team as they support visitors to have a memorable experience of Towner, developing the skills you need for future public facing roles.
- Working as part of Towner's busy Marketing & Communications department, who oversee marketing, press, audience development and digital including our website and social media. Towner's Marketing & Communications team are passionate about embedding accessible language into the way we talk about Towner and creating content to speak to our audiences directly, recognising that these audiences vary across our eclectic programme, which includes exhibitions, cinema, talks, tours, lates and family events.

After initially training with our Visitor Services team you will join the team for regular shifts each week. Once you are settled, we will then introduce you to our office-based colleagues, with whom you will begin working on digital administration and contributing to the work of our Marketing Team.

The digital aspect of this role will mainly focus on digital administration and archiving as part of a large project to launch a new website and refreshed brand incorporating our forthcoming second site Towner Seven Sisters. There will also be opportunities to feed into and shape this major digital project.

Tasks will include

- Gathering, filing and tidying content from our current website
- Write-ups and image selection for web pages

- Sourcing and resizing images and logos
- Learning correct image crediting procedure and implementing it across file systems
- Proof-reading and editing copy

There will also be opportunities to support with other tasks across the department which might include:

- Photography and photo editing
- Designing content within our brand guidelines, using Canva Pro or Adobe Creative Suite
- Collecting and analysing audience data, i.e. through conducting visitor surveys
- Sharing images and information with relevant organisations
- Helping to gather content for newsletters or proof-reading existing content

The role will be based at Towner Eastbourne, which is in Devonshire Quarter, with some scope for working remotely if this suits you, when not working in your Front of House role.

#### Skills and development

We are looking for a trainee who is:

- Able to demonstrate high levels of literacy and written communication skills
- Able to accept constructive feedback and adapt their writing style
- Confident communicating with a broad range of people
- Enthusiastic, able to manage your own workload and work within a team
- Comfortable working on more than one project at a time
- Comfortable using basic digital tools – Outlook, Word and Excel .

It is desirable that candidates have:

- An interest in the arts/visual arts as a career going forwards
- A connection to Eastbourne, or are local to Eastbourne
- Some previous experience working with the public
- Experience using Canva Pro or Adobe Creative Suite

**Employers advice:** To demonstrate your excitement for this role we would recommend that candidates demonstrate their excellent literacy skills in their writing, alongside showing:

An interest in being creative and working with creatives.

What you think is exciting about working as part of a team, and with members of the public in a gallery.

How you think the skills, experience and interests you already have will be helpful to you in this role, especially your digital communications skills.

#### Personal Qualities

- Enthusiastic and committed
- Ability to think independently and work within a team
- Punctual, reliable and organised
- Keen to learn and experience a role in an arts organization
- Open to learning and constructive feedback

#### Future Prospects

Through this placement you will gain skills and experience which will be useful in other arts organisations, through working in a gallery which is respected throughout the UK. During the course of the placement, you will meet and network with other creative individuals and organisations. Some of these conversations might develop into future opportunities. We will also provide a work placed mentor who can offer career advice and guidance, helping you to develop your CV and offer support with job applications and interviews.

#### Interview Date(s):

Interviews will be held 1 – 4<sup>th</sup> September – please let us know any dates you are unavailable in your application.