



We're Recruiting

Join OT creative space



OT creative space is a grassroots community arts organisation based in Old Trafford, bringing people together through creativity, connection, and collaboration. We believe art should be accessible to everyone and work closely with local communities to create welcoming, inclusive, and inspiring creative opportunities for people of all ages and backgrounds. Our Vision is Old Trafford as a home for a creative community that celebrates the people and environment of the local area, connected with different communities in Greater Manchester.

From murals and public art to workshops, festivals, exhibitions, and events, our work is rooted in celebrating local stories, culture, identity, and shared experiences. Initiatives like AR Fest, OT Green Trail, OT Art Trail, and Brew on

the Bench reflect our passion for using creativity to strengthen communities, encourage wellbeing, and help people connect with the place where they live.

As OT creative space continues to grow, we are expanding both our team and our vision across Old Trafford and Greater Manchester thanks to funding from GMCA culture Fund. This is an exciting time to join the organisation as we develop new partnerships, projects, festivals, and creative opportunities that place communities at the heart of everything we do.

Working with OT creative space means becoming part of a small, passionate, and supportive team that values creativity, collaboration, and social impact. It is an opportunity to contribute to meaningful projects that genuinely make a difference to people's lives while helping shape the future of a growing and ambitious organisation. We are looking for people who are proactive, community-minded, and excited by the idea of using creativity to bring people together, build stronger neighbourhoods, and create positive change through arts and culture.



OT creative space is committed to equality, diversity, and inclusion, and we actively welcome applications from people of all backgrounds and experiences. We particularly encourage applications from the Global Majority, people from underrepresented backgrounds, disabled people, LGBTQ+, and those with lived experience that reflects the communities we work alongside. We believe diverse voices, perspectives, and experiences are essential to creating meaningful and inclusive community-led work.



Freelance Communications & Marketing Co-ordinator

OT creative space

**Freelance Contract - for 2 years initially and continuation subject to funding.
32 hours per month | £21 per hour | £8,064 per annum**

OT creative space is looking to work with a freelance communications and marketing professional to support the organisation's growing programme of creative and community activity across Old Trafford and Greater Manchester.

We are looking for someone creative, organised, and community-minded who can help strengthen our visibility, storytelling, and diverse audience engagement while supporting the promotion of workshops, events, festivals, and projects.

This freelance role would suit someone who enjoys working flexibly across arts, culture, and grassroots community projects, and who can work collaboratively with a small team to help communicate the impact of our work.

Flexible working location but some onsite working at the OTCS studio required for festivals/projects. This role would be supported by the Creative Director and Studio Manager with regular check-ins.

In this role you will:

- Lead the social media planning, scheduling, and content creation with support from the Creative Director and Studio Manager
- Promote workshops, events, festivals, and creative opportunities
- Upload events and listings to Trafford Is (Trafford Council's cultural Events website) and other relevant platforms
- Keep calendars, bookings, opportunities and events up to date on our website
- Create promotional content including posts, flyers, newsletters, and emails
- Support creative storytelling across projects through photography and documentation in accordance with OTCS data and image guidelines
- Help increase awareness and engagement with OT creative space activity with a particular focus on those who face barriers to the arts
- Enable consistent and accessible communications across the organisation in line with the OTCS Vision and values, policies and brand

We're looking for someone who:

- Has freelance or professional experience in communications, marketing, or social media
- Has strong writing and storytelling skills
- Has experience of mailchimp, wordpress, canva (desirable)
- Is organised and able to manage their own workload independently
- Understands community arts, engagement, and grassroots organisations
- Is proactive, creative, and collaborative

Key relationships

- Creative Director and Studio manager
- Creative networks and community organisations
- Project leads and creative practitioners

Expected outcomes

- Grow and strengthen OTCS's social media presence, increasing reach and engagement
- Engaging new audiences (particularly those who would not normally access the arts)
- Regular and consistent communications that reflect the work of OTCS and its mission, vision and values.

This is a flexible freelance opportunity with hours agreed around project activity, events, and organisational priorities. Regular reviews will take place after projects or programmes completion.

How to apply

We know not everyone thrives in formal recruitment settings, so we welcome different ways of sharing your experience, creativity, and passion for community-led work.

We welcome applications in a format that feels accessible and comfortable to you. This could be written, video or audio. Feel free to get in touch via email if you would like to discuss the role further.

In your application please Include:

- An expression of interest outlining your experience and why you would like to work with OT creative space (max 500 words)
- A short CV or portfolio

- 2 references
- Completion of our anonymous [equal opportunities form](#)

Please send applications and any questions to:
admin@otcreativespace.co.uk

Application Deadline: Friday 13th November 5pm

Shortlisted applicants notified: 18th November

Interviews: week commencing 23rd November

