

Job Title

Communications Producer

Hours

4 Days Per Week (28 Hours)

Rate of Pay

£25,000 - £28,000 Pro Rata

Location

The Stove, Dumfries

→ Job Outline

This is an exciting opportunity for a creative communicator, content maker, and storyteller to join our team.

The Communications Producer will play a central role in shaping how the Stove tells its story to the world – developing innovative ways to share our work, reach new audiences, and amplify community voices. You will bring a passion (and the required skills) for communications as a way of ensuring our stories reach the people and places they need to and the practical skills to deliver that across multiple platforms. This role balances hands-on creative production (content creation, documentation, social media, copywriting) with assistance in strategic communications (campaign planning, brand storytelling, press engagement) and operational delivery (updating websites, event listings, newsletters).

You'll be working closely with our Creative and Communications departments, led by our Marketing and Communications Manager and Artistic Director, as well as the wider programming and events team, to extract key information and craft compelling stories that connect with diverse communities.

→ About The Stove

The Stove is a leading creative organisation rooted in Dumfries and Galloway, pioneering socially engaged arts practice and community-led regeneration. Based in our community venue at 100 High Street, Dumfries, The Stove is the UK's first artist-led Development Trust and a central hub for regional creative placemaking.

Since 2011, we've worked with individuals, groups, and partners to co-create projects that champion inclusion, wellbeing, and sustainable local futures. Our mission is to use creativity as a catalyst for change—supporting people to reimagine and shape the places they live. Whether through public art, community events, cultural festivals or skills programmes, we place local voices and lived experience at the heart of our work.

We believe communications are not just about marketing events but are woven into the creative fabric of our organisation – a way of sharing and co-creating stories that reflect who we are while deepening our engagement. We're looking for a Communications Producer to work closely with our Marketing and Communications Manager and wider team to deliver across our projects.

→ Key Responsibilities

- Contribute to creative communications strategies and campaigns for The Stove projects, programmes, and events
- Create and coordinate high-quality visual, audio, graphics, and written content—produced independently or with freelancers/partners—to showcase The Stove's activity across print, digital, and media
- Manage and grow The Stove's digital presence across social media, website, newsletters, ensuring tone of voice is consistent, inclusive, and engaging.
- Work with internal teams to source event details, ensuring timely uploading of information, event promotion and project updates
- Coordinate The Stove's monthly newsletter and printed programme
- Support visibility and accessibility through branding, design, and messaging
- Monitor performance metrics, web traffic, and engagement data, using insights to ensure content is reaching and resonating with the right audiences
- Contribute to reporting and evaluation of projects by gathering stories, images, and data
- Build relationships with local and national media, and relevant industry accounts, to support press opportunities

→ Person Specification

Essential

- A passion for storytelling, communications, and the role they play in social and cultural change
- Experience in creating high-quality written and visual content, for print and digital media
- Strong knowledge of social media platforms, trends, and digital engagement strategies
- Excellent copywriting and editing skills, with the ability to adapt style and tone for different audiences
- Ability to work collaboratively in a fast-paced, creative environment
- Organised, proactive, and able to manage multiple projects and delivery timescales simultaneously
- Experience in using Mailchimp, Canva, Hootsuite, and Meta Business Suite
- Familiarity with Adobe Creative Suite (e.g. Photoshop, InDesign)

Desirable

- Experience in arts, culture, or community-focused communications
- Familiarity with website content management systems (WordPress or similar)
- Experience with media relations and press engagement
- Understanding of accessibility, inclusivity, and community-led approaches in communications
- Local knowledge of Dumfries & Galloway and its communities

→ Rate of Pay & Conditions

- £25,000 - £28,000 pro rata, dependent on experience
- 28 hours per week across four days
- This is an in-person role, working with our team at our headquarters in Dumfries
- Reporting to The Stove's Marketing & Communications Manager

→ How to Apply

To apply, please submit a CV and cover letter outlining your relevant skills, experience, and interest in the role and in working with The Stove.

We're keen to hear how you would approach this position and welcome you to share any documents that you feel supports your application - this could be examples of your past work, or an outline of the processes, tools, methods or values that are important to apply as part of a role like this.

- Submit your application by **9am on Monday 6th October** to info@thestove.org
- Shortlisted candidates will be selected by Wednesday 8th October
- Interviews will be held in person at The Stove on Tuesday 14th October - please state in your application if there is any reason you cannot make this date.
- Interview questions will be sent out to shortlisted candidates prior to interview

Optional Equal Opportunities Form

→ Applying in a Way That Works for You

We want our application process to be as inclusive and accessible as possible. We welcome you to communicate with us in whatever way feels most comfortable and natural to you. If you have any questions—about the application, the role, or anything else—please don't hesitate to get in touch at info@thestove.org