



Marketing & Project Assistant

Exhibition Road Cultural Group /Discover South Kensington

Salary: £28, 860 per annum
Contract: Contract until end of March 2027
Location: Natural History Museum
Hours: Five days per week
Reporting to: Head of Marketing & Communications

We are currently recruiting for an enthusiastic, passionate and self-motivated Marketing & Project Assistant to support our marketing and communication activities, as well as provide some administration support for our small team and other projects like the South Ken ZEN+ (SKZ+). This is an exciting opportunity to work with world famous organisations including the V&A South Kensington, Science Museum, Natural History Museum, Royal Albert Hall and Imperial, to encourage collaboration and promote London's original cultural quarter to everyone who visits, lives, works and studies here.

This is also an exciting time to join the team as we have recently completed a rebrand and will be rolling out a new place name and identity for the district in 2026. This will mean the development of a new website, newsletter and changing our social media handles. It is an exciting opportunity to work closely with all our members who are re-energised and supportive to see a new, contemporary identity which will connect the district and help provide a platform to welcome our 25 million plus visitors.

About us

The current brand, Discover South Kensington, is an initiative of the Exhibition Road Cultural Group (ERCG) which is a partnership of 22 leading cultural and educational organisations in South Kensington. We work together to develop and promote South Kensington as a world-class centre of learning, innovation and inspiration in the arts and sciences.

Another initiative of ERCG is South Ken ZEN+, an innovative neighbourhood response to climate change and the biodiversity crisis. Our 22 members are taking collective action to harness and deploy their world-leading creativity and expertise to develop solutions and actions that will make positive change across decarbonisation and greening.

Role description:

Marketing & Comms Activities

- Support the build and launch of a brand new website and newsletter as part of the new visual identity.
- Contribute to our blog content on the existing and new website which includes competitions, news stories, festivals, seasonal and thematic highlights, develop and update SKZ+ content including Case Study library and manage the Circular Economy Reuse Hub.

- Help coordinate the communication and implementation of the new visual identity across all our digital channels.
- Liaise with member comms teams to coordinate and request new assets such as photography for the website and to share our new brand guidelines and brand assets
- Produce the fortnightly Discover South Kensington newsletter with a diverse selection of our member's events and news and the SKZ+ newsletter (distributed every 6-8 weeks).
- Create exciting content on our social media channels (Instagram, Twitter, Facebook, Instagram & Tik Tok) which reflect the diverse and eclectic variety of events happening in South Kensington.
- Help maintain our content on the Bloomberg Connects app which involves adding highlights from the area including new exhibitions and major events such as the Great Exhibition Road Festival.
- Monitor and report on the reach and success of marketing campaigns across multiple channels.
- Design and distribute invitations for internal and external-facing events at our members' venues.
- Support with the planning, preparation and delivery of stakeholder events such as conferences, workshops, stakeholder receptions and Discover South Kensington's stands at Imperial Welcome Week, the Great Exhibition Road Festival and SKZ+ events.

Office management and administrative support

- Help maintain a database of key member contacts including up-to-date lists of board, members, project groups and stakeholders.
- Write minutes of meetings including SKZ+ steering group, DSK communications Group, South Kensington Business Resilience Forum and other meetings as requested.
- Manage mailing lists and mail-merges for personalised invitations and messages, and monitor responses.
- Organise meetings and managing communications with delegates (especially ERCG Board members) and compile attendee lists.
- Liaise with ERCG member organisations to arrange venue, refreshments and logistics.
- Manage relevant DSK or SKZ+ generic mail boxes.
- Contribute to the management of ERCG finances: raising purchase orders, invoices, expenses, tracking expenditure and maintaining records.
- Ensure office processes, systems and equipment are up to date.
- Contribute to wider ERCG projects and ambitions, including research, coordinating presentations, drafting funding bids etc.
- Any other tasks, activities or projects as reasonably required.

Requirements

- A proactive team player with a positive and enthusiastic attitude with the ability to build good working relationships with a wide range of people across our members, external organisations and suppliers.

- Excellent verbal and written communication, with ability to communicate effectively and professionally with a wide range of internal and external contacts at all levels.
- Consistent self-starter with ability to work independently, find solutions to challenges that may arise and prioritise workload and plan ahead to meet deadlines.
- Evidence of ability to work well under pressure to occasionally tight timescales.
- Knowledge and understanding of social media.
- Experience with content creation for websites and newsletters.
- Excellent attention to detail.
- Proven ability to use Microsoft 365; and Microsoft Office, particularly Outlook, Excel and PowerPoint.
- Interest in science, arts and culture.

Other information

This is a contract role for a fixed period of until the end of March 2027 with flexibility to work at home some days but in the office on Monday and Wednesdays. The postholder may be required to help at occasional evening or early morning events, with time off in lieu. The Exhibition Road Cultural Group office is currently at the Natural History Museum, South Kensington.

You will have a basic entitlement of 25 days holiday each year in addition to bank and public holidays. ERCG also offers a pension contribution of 8% of salary (if you contribute at least 5%).

As part of this role, you will have the opportunity to visit the cultural venues in South Kensington and to experience their extraordinary programme of temporary exhibitions. You will also be offered professional development opportunities.

All offers of employment made are conditional and subject to satisfactory receipt of references.

Application Process

Please send a covering letter, CV and contact details for up to 2 referees to recruitment@exhibitionroad.com.

Application Deadline: Sunday 18th January 2026.