



Position	Apprentice Creative Project Coordinator
Reporting to	Head of Design
Location	Doncaster Racecourse (Base site)
Contract Type	Fixed Term Contract
Hours of work	Full-time: 40 hours per week, Monday to Friday

About the role:

We are looking for an **Apprentice Creative Project Coordinator** to support our creative and marketing teams across a wide range of campaigns in the horse and greyhound racing industry. You will help deliver high-quality, on-brand content for 16 ARC racecourses and 5 greyhound stadia across the UK, ensuring creative projects run smoothly and meet key deadlines and KPIs.

You will play a vital role in managing the day-to-day flow of creative work — prioritising requests, tracking timelines, and making sure all departments are aligned. You will also be responsible for updating and maintaining our image database in Canto, ensuring assets are well organised and easy to access.

As well as working within the team on projects, you will also be spending time studying towards your apprenticeship, with 20% off the job hours each week to balance your studies and work.

This role would suit someone with a background in **design or marketing**, who is highly organised, a strong communicator, and enjoys working as the link between creative and commercial teams.

Key Responsibilities:

- Coordinate creative projects across print, digital, social, and video channels.
- Track deadlines and progress to ensure delivery in line with KPIs.
- Maintain clear and timely communication across creative, marketing, and other departments.
- Use project management tools (such as Trello) to manage priorities and keep work flowing smoothly.
- Update and manage the image asset library using Canto.
- Support with small creative tasks (e.g. artwork edits, formatting files) where required.
- Help uphold brand consistency across all creative output.
- Provide administrative support including asset sourcing and file management.
- Manage the traffic process from the marketing department to the design team.
- Assist in developing and annotating effective briefs to ensure clarity and alignment.
- Filter information and briefs from the marketing and site teams to ensure the design team have all they need to deliver efficiently.
- Produce a weekly report outlining design activity, brief progress, and creative traffic levels for the weekly marketing meetings.



Skills and Experience

- Excellent organisational and time management skills.
- Educated to degree level or equivalent level of experience
- Strong verbal and written communication — confident working across departments.
- Familiarity with Trello, Google Drive, Microsoft Office, and Canto (or willingness to learn).
- A background in marketing or design is preferred.
- Comfortable juggling multiple projects and deadlines.
- Positive, proactive attitude with a team-first approach.
- Curious, creative mindset and a willingness to grow with the role.

Key Personality Traits

- Organised, reliable, and solutions-focused.
- Calm under pressure with the ability to adapt to changing priorities.
- A positive, collaborative mindset with a strong can-do attitude.
- Good workload management to balance workload and studying

Other

To comply with all Health and Safety procedures associated with the department at all times. This relates to:

- Standards and procedures of correct working practices
- The completion of risk assessments
- COSHH regulations
- Use of Personal Protective Equipment

To control wastage and operate according to the Companies environment policy with regard to:

- product control and waste minimisation
- proper care and maintenance of equipment to prolong its life
- using towels in appropriate quantity to minimise unnecessary laundering
- proper separation and disposal of cardboard, paper and glass in recycling bins
- minimising energy wastage by switching off unused lights, heating, PCs and equipment

To be an ambassador for ARC and for our site, taking personal responsibility for finding out about our product and services, and at all times striving to represent the Company in the most professional, courteous and efficient manner possible.

The above is not an exhaustive list of duties, and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation.