

Breakthrough 2026 Job Description

Activate Performing Arts – Projects Assistant - Dorchester

Employer name	Activate Performing Arts		
Employer Website	Home - Activate		
Employer main contact	Jen Walke-Myles, Executive Producer		
Employer email	jen@activateperformingarts.org.uk		
Start Date	28 th September 2026	Hours Per Week	25
Working week	Flexible within normal office hours Monday – Friday. Mondays essential for team meetings. You will be based at our offices at Dorchester with time working at home an option.	Hourly Wage	£13.45 (real living wage)

Job Title	Projects Assistant
Company Overview	
<p>Who we are:</p> <p>We believe extraordinary moments connect and uplift us all. Our mission is to create opportunities for everyone through the performing arts.</p> <p>Activate Performing Arts is a Dorset based charity that has been producing transformational programmes across the county for 35 years. We celebrate Dorset and promote our natural landscape and sense of place. Some of Dorset’s most remarkable urban and rural spots are transformed with experiences that touch hearts and minds like nothing else. At the heart of what we do is a belief that performing arts should be accessible for all – no matter what your experience or background.</p> <p>We exist to promote, support and produce performing arts projects in our communities. Bringing world-class events to unexpected places, like town centres, village squares, beaches and hilltops.</p>	

Our aim is to break down barriers and reach the widest possible audiences, while celebrating our natural landscape and sense of place.

Supporting our performing arts community is at the heart of everything we do. We bring people together, offer advice, and provide access to learning and resources. We're here to help creatives at all levels on their journey towards creating outstanding, inspiring work.

Within the Activate team, we have a female leadership and a broad mix of people with lived experience of caring responsibilities, disability/long-term health conditions and being from a working-class background. To read more about our Team go to: www.activateperformingarts.org.uk/meet-the-team/

We particularly welcome applications from people who have experienced barriers or prejudice relating to their age, gender identity, ethnicity and/or having a disability or long-term health condition, their sexuality, or being from a working class/ low-income background.

We are keen to address under-representation in our team, through positive action in our recruitment.

Equality & Diversity

- We wholeheartedly support equal opportunities in all areas of our work. We strive to be a bold organisation that listens to the communities we work with. We encourage feedback on our services and how we can improve.
- We are committed to removing barriers. We oppose all forms of unlawful discrimination in relation to the protected characteristics. We are committed to having a staff and board that reflects and represents all sections of the community we serve and eliminating discrimination that is unlawful under the Equality Act 2010.
- We will guarantee an interview to any eligible D/deaf or disabled candidate who fulfils ALL of the the Job Description essential criteria for the role. Please note you must qualify as eligible under the Breakthrough scheme and meet ALL the essential criteria. Tell us in your application form if this applies to you. We are open to proposals of ways this role might be undertaken if our proposed structure presents barriers to any applicant.
- The interview panel will be representative of a diverse range of individuals.

Job Description

You will support our team across a range of exciting projects, including assisting with our:

- Community engagement projects
- Year-round workshops and performances by our youth performance groups The Remix / Dorset Youth Dance for young people aged 5-25
- Schools projects
- Performing arts creatives' talent development such as CREATE! / artist advice sessions
- Staffing our events as part of the team.

Work will include tasks such as:

- Contacting businesses asking for quotes for transport, catering etc.
- Attending meetings and taking notes
- Shadowing our Producers whilst they do their job
- Phone calls and emails
- Updating contact lists and other databases using Excel
- Creating event schedules
- Taking photos / video of our activities
- Supporting other departments and team members as required.

Skills and development

Essential things we are looking for are below. You will:

- Be aged 18-25
- Be passionate about live performance
- Want a career in the arts
- Work well in a team
- Be a good communicator
- Be good at working with people from a range of backgrounds
- Be organised and good at managing your to-do list
- Be hard-working and keen to listen and learn
- Live in Dorset / Bournemouth / Christchurch / Poole.

You should be working towards:

- Developing your organisational and time management skills
- Developing your interest in and knowledge of project or event management
- Gaining experience of computer applications e.g. Microsoft Office
- Learning about professional communication.

Personal Qualities

You will need to be enthusiastic and creative, able to ‘think on your feet’. You will live in Dorset / Bournemouth / Christchurch / Poole.

Future Prospects

We have a track record in providing young people and early career individuals a vital entry point into the performing arts industry.

You will receive:

- Lots of training opportunities – both formal and informal, based on your needs
- A workplace mentor to guide and support you
- A weekly workplan
- A friendly team to work alongside and guide you in your learning
- The opportunity to build your network in the arts sector and make contacts
- The opportunity to see performances and shows
- The chance to work with our experienced team with a range of skills
- Career advice and guidance
- Support on your CV and job applications for future employment.

“The role meant that I was able to spend six months assisting the team with their work, go and work in schools on a program of rap and hip hop workshops, as well as being offered the autonomy to lead on the redevelopment of a participatory course called CREATE! 2023. The role offered me a foundation to make mistakes, learn from them and get advice from some of the best in the area. It allowed me to continue making my work alongside the position, and because of the role and the opportunities I received after working for Activate, I’m now happily living and working as a freelance creative in the county.”
Archie Rowell, Trainee Producer 2022-2023

Interview Date(s):

Thursday 3rd September 2026