

Breakthrough 2026 Role Description

Wiltshire Creative

Creative Learning and Take Part Events Assistant

Salisbury

Employer name	Wiltshire Creative		
Employer Website	Home Wiltshire Creative		
Employer main contact	Sarah Gregson – Take Part Director		
Employer email	takepart@wiltshirecreative.co.uk		
Start Date	28 th September 2026	Hours Per Week	25
Working week	<p><i>Essential core hours during term time –</i></p> <ul style="list-style-type: none"> • <i>Mondays 12 – 7</i> • <i>Tuesdays 3 – 7</i> • <i>Wednesdays 11 – 4</i> • <i>Fridays 9 – 1</i> <p><i>Other hours to be worked flexibly to support events and activities – to include some evening and weekends.</i></p>	Hourly Wage	£12.71

Job Title	Creative Learning and Take Part Events Assistant
Company Overview	
<p>Who we are: Wiltshire Creative brings people together for joyful life-enhancing experiences. Our venues - Salisbury Playhouse and Salisbury Arts Centre - deliver surprise, delight and wonder with a diverse year-round programme. Salisbury Playhouse produces</p>	

performances that bring pride and joy to our region, touring nationally and beyond. Once a year, we burst out beyond our walls to invigorate city spaces with Salisbury International Arts Festival.

We nurture talent and spark imagination, inviting more people in our region to live creative lives.

An integral part of the organisation's work is provided by the Take Part team, producing work that connects the wider artistic programme with the community we serve. The team engages with schools and communities to provide high-quality opportunities for people of all ages to engage with the arts, gain new skills and build social networks. The team works closely, and strategically, with partners to develop inclusive offers and pathways into our programmes delivered in our venues and out in the community.

Role Description

This placement will sit within the busy and vibrant Take Part team, supporting the delivery of a range of creative activities. You will be working with the support of creative practitioners, arts producers and arts engagement specialists. The role will include some work across our Front of House and Box Office teams, to build a broad understanding of the skills required to manage some of our events.

This role will include assisting with:

- **Stage 65 weekly drama sessions, shows and sharings** – working to support the creative practitioner leading the session, preparing resources and helping us make sure that all the young people in the room feel included.
- **Community events** – supporting team members at fundays, community events and on community projects – such as our groups' involvement in the St Thomas's Christmas tree festival
- **Evaluation of Take Part activities** – to include working with participants to complete surveys, compiling the data from surveys, gathering photo evidence of activity
- **Planning and delivery of our Under 5's programme** and supporting creative sessions in the room
- **Regular creative sessions** - providing set up and welcome for sessions and supporting lead artists. Sessions will include Momentum (Theatre Arts for Adults of All Ages), visual arts workshops and Young Ambassadors
- **Youth music events** – working front of house, and in artist liaison, for Youth Band and Jam Nights at Salisbury Arts Centre

- **Registration Administration** for Take Part activities

As part of this placement we also offer training on our box office system and doing some supported shifts with our Box Office Team

We aim to break down barriers to accessing creative careers and this is a paid opportunity aimed at people who may face barriers

We welcome applications from those who face financial barriers to working in the arts, especially those who would be unable to access experience through unpaid placements or volunteering due to the need to earn. We are particularly keen to hear from those in parts of our local community such as Bemerton Heath and The Friary, while encouraging applications from anyone who has experienced these or similar barriers.

Location & Travel

The role will be based at the offices in Salisbury Arts Centre (Bedwin Street Salisbury, SP1 3UT) with activities split across the Arts Centre and Salisbury Playhouse (SP2 7RA), which are walking distance apart. Any activity in community settings will be within walking distance of our venues, or a travel plan (inc. travel expenses) will be put in place to support your attendance.

We will not be able to offer working from home in this role, due to the public facing nature of much of this work.

Skills and development

Candidates should be able to demonstrate developing skills in the following key areas.

- Good in-person communication skills
- Knowledge or experience of performing and/or visual arts as a participant, student or audience member
- Customer service skills
- Competence in the Microsoft 365 suite - Microsoft Office, Word, Outlook etc.
- Willingness and ability to learn applications and systems, such as Canva, Spektrix, Microsoft Forms
- Ability to communicate clearly in short written communications – e.g. emails to parents of participants or colleagues.
- Working well with young people to support their participation in activities

Desirable but not essential:

- An understanding of why evaluation is important in arts participation.

- Experience of assisting drama workshops, youth theatre or school/college-based drama activities
- Competence in data entry and use of spreadsheets.
- A particular creative skill area – e.g. photography, drama, dance, visual arts, music. These skills are welcome and can become an active part of your placement here.

Personal Qualities

- Passionate about theatre, performing arts and/or visual arts.
- Driven to gain as much as possible from experiences
- A desire to pursue a career in the creative sector
- Reliable
- Ability to work independently within the guidance provided
- Confident when meeting and greeting new people and responding to their questions.
- Friendly and welcoming
- Passionate about the inclusion of people from all backgrounds in the arts and creative learning

Prospects

During the course of the placement, you will meet and network with other organisations and local creative professionals, which might present future opportunities.

We will also provide a workplace mentor who can offer career advice and guidance, helping you to develop your CV and offer support with job applications and interviews.

This role has been developed to include skills areas in which we regularly have entry level opportunities for on-going employment. The right candidate may find future work with us in Youth theatre assisting, Box Office, or Front of House roles

Interview Date(s):

Interviews will take place on the 3rd or 4th of September 2026 at Salisbury Arts Centre.

All of our interview spaces are accessible by lift, and we will contact selected candidates in advance to invite information on how we can make this opportunity accessible to you.