Join our team!

SALISBURY ARTS CENTRE SALISBURY INTERNATIONAL ARTS FESTIVAL

INCORPORATING

SALISBURY PLAYHOUS PART OF WILTSHIRE CREATIVE





Wiltshire Creative

We bring people together for joyful, enriching creative experiences.

Our venues - Salisbury Playhouse and Salisbury Arts Centre - deliver surprise, delight and wonder with a diverse year-round programme. Salisbury Playhouse produces 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.

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About this role

Job Title: Assistant Producer

Responsible to: Festival Producer

Main relationships: Festival Producer; Senior Producer; Artistic Director;

Take Part Team; Technical Team; Company Stage
Manager; Communications & Marketing Team

The Assistant Producer (Romeo & Juliet) works within the Producing Department, alongside the Take Part Department, in order to plan and deliver the Wiltshire Creative production of Romeo & Juliet.

Romeo & Juliet is an outdoor, promenade production to be performed in and around Salisbury Playhouse to celebrate the buildings 50th year. Production dates are 24th May – 7th June 2026. A community company of both Adults and Young people will be assembled to start rehearsals in February, followed by professional rehearsals commencing in April.





Key responsibilities

Administration, Planning, and Logistics

- To Support the Festival Producer with the administration required for the planning and delivery of Romeo & Juliet.
- To co-ordinate the schedule and timeline of the production from January to June 2026.
- To assist with regular planning/production meetings to ensure plans are effectively communicated across the departments, avoiding clashes and addressing issues.
- To act as a point of contact for business contacts, other partners and the creative team, and co-ordinating with colleagues, including the Take Part department as required.
- To input relevant information into Artifax/YesPlan.
- To assist with additional paperwork (eg. road closures, Event Management Plan, insurance).
- To assist in the logistics of accommodating Production Circle donors and events.

Community Engagement

- To attend all Community Company rehearsals that start from February 2026. To manage all sign-in and 'front desk' administration.
- To attend all performances throughout the run, supporting the Community Company.
- To be the main point of contact for the Adult Community Company Participants (made up of Volunteer Adult Performers, and Community Musicians.) To take charge of the work mobile phone to use as an alternative point of contact.
- To bridge between the Take Part Department, who are point of contact for the Young Company, and the production to ensure all communication channels are clear.



- To offer pastoral support to all Community Company members, and; liasing with the Take Part Department and the DSL to identify additional external support offers and to actively signpost to them.
- To assist in the integration of the Young Ambassadors group into the production process.
- To support the Company Stage Manager, the Community Relationships Officer and the Festival Producer in the planning, structuring and delivery of all community performance and participatory involvement, including rehearsal scheduling, Community Company groupings, Community Company photo sheets, Community Company 'tracks'.
- To collaborate in the planning and delivery of the Romeo and Juliet Education offer, which includes schools workshops, Digital pack, schools attendance at shows.
- To produce Risk Assessments and safeguarding plans for Community Company rehearsals and complete PEEP's when necessary.
- To work closely with the Take Part team to ensure the Community Engagement keeps the original ethos of Romeo & Juliet being as inclusive and accessible as possible.
- To support the Take Part team on any child licensing and any subsequent Chaperone staffing implications.
- To support the call out for the 'Community Stage' with the Take Part Team.

Budgeting

• To assist in the management of working budgets for elements of Romeo & Juliet in conjunction with the Festival Producer and other colleagues as appropriate.

Production

 To assist on the sourcing, recruiting and contracting of the production team, creative team and casting.



Operations

- To support the Festival Producer and Head of Operations & Commercial on all Access provision for the audience (e.g BSL, Hearing Loop) and broader audience experience elements (e.g Use of 'Silent Disco' headphones)
- To assist on any access requirements for the creative team, the production team and the cast.
- To liaise with the Volunteer Co-ordinator to ensure that additional volunteer recruitment and scheduling can take place efficiently and in good time.

Communications & Sales

- To assist with any ticket offers for selected community groups.
- To collaborate with the Marketing and Communications Manager on call-outs or content that needs to be on the Wiltshire Creative website.

General

- To always act in the best interests of Wiltshire Creative.
- To take positive action to promote Equality and Inclusion in all aspects of the work of Wiltshire Creative.
- To take positive action to promote sustainable practice throughout the planning and execution of the project.
- To agree to abide by Wiltshire Creative's policies e.g. Health and Safety, Safeguarding etc.
- To maintain confidentiality in all areas relating to Wiltshire Creative.
- To maximise income and minimise expenditure wherever possible.
- To undertake any other duties appropriate to this role and/or in support of the Joint Executive.
- To be flexible and to undertake any other reasonable duties as requested by the Joint Executive and Senior Management.



About you

- You will have experience in Stage or Event Management in outdoor theatre
- You will have previous experience in community focused projects
- You will be an enthusiastic and skilled collaborator with colleagues and peers
- You will have strong logistical and planning knowledge and experience
- You will be an exemplary communicator, with the ability to present to a wide range of individuals and organisations, and present a credible image of Wiltshire Creative
- You will have experience of setting and managing budgets or willingness to learn these skills
- You will thrive when required to work on own initiative in a highly pressurized environment and to manage multiple projects at any one time
- You are an effective problem solver
- You possess strong IT and administrative skills



Terms and Conditions

Salary	£28,000
Type of Contract	Fixed Term - Early January 2026 - End June 2026
Location	Salisbury (Playhouse or Arts Centre)
Hours of work	40 per week, although regular evening and weekend work will be required for which TOIL will be given
Holiday	28 days per annum allowance pro rata
Benefits	 Pension scheme subject to eligibility Complimentary tickets for in-house shows Invitations to press nights Occasional ticket offers on visiting shows Discount in our bars and cafés Opportunity for flexible working patterns Wellbeing activities Employee Assistance Programme A fully trained team of Mental Health First Aiders Training and development opportunities Full details are available upon request.



How to apply

Thank you for your interest in this post.

We strive to make our recruitment process accessible for all. If we need to make any adjustments to allow you to fully participate in our recruitment process, please contact our friendly admin team on recruitment@wiltshirecreative.co.uk or 01722 320117, and they will be more than happy to help. Adjustments could include, but are not limited to,

- Providing the application pack in a different format (e.g. hard copy, PDF, large print, audio)
- Enabling you to submit your application in a different form (e.g. audio, video)
- Making arrangements to facilitate your participation in an interview should you be shortlisted

We are keen to have all ethnicities, faiths, genders, sexualities, and disabilities represented in our organisation, and actively encourage applications from people of all backgrounds. We guarantee to interview all d/Deaf and disabled applicants who meet the essential criteria for this vacancy.

Before you apply

Please read the Job Description and Person Specification carefully before you apply and use these to inform your application. If you have any questions, or if you wish to have an informal conversation with us before applying, please contact our friendly admin team on recruitment@wiltshirecreative.co.uk or 01722 320117.





How to apply for this post

The closing date for this vacancy is 9am on 24th November with interviews taking place the week commencing 1st December.

To apply please click the Apply button below and complete the online form. Please note that we will NOT accept CVs.

If you would like to submit your application in a different format (e.g. audio or video), please contact our friendly admin team on 01722 320117 or recruitment@wiltshirecreative.co.uk.

The questions in this form are also available in audio and BSL video format.

Please also complete our <u>Equality</u>, <u>Diversity</u> and <u>Inclusion Monitoring</u> <u>Form</u>. A hard copy of this form is available on request. We ask for this data to monitor who our job adverts are reaching and who is applying for our roles. The data submitted is completely anonymous and will only be seen by the administration team and used to analyse the progress of our Equal Opportunities policy. Your answers will not be linked to your application form in any way and will not be seen by the shortlisting or interview panels.

Data Protection

The information you give in your application will be used to create a shortlist for interviews. Any data about you will be held securely, with access restricted to those involved in dealing with your application as part of the recruitment process. Your application will be kept on file for a maximum of six months, and then destroyed.

Should any job opportunities for which we think you may be suitable arise within the six-month period, we may send you details about the vacancy. We may also contact you for feedback on our recruitment processes.

