

Join our team!

INCORPORATING

**SALISBURY
ARTS CENTRE**
PART OF WILTSHIRE CREATIV

**SALISBURY
INTERNATIONAL
ARTS FESTIVAL**
PART OF WILTSHIRE CREATIV

**SALISBURY
PLAYHOUSE**
PART OF WILTSHIRE CREATIV





Salisbury International Arts Festival 2025 c. Kin Ho

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.

Follow us: @WiltsCreative | wiltshirecreative.co.uk

About this role

Job Title:	Assistant Producer
Responsible to:	Senior Producer
Main relationships:	Festival Producer, Freelance Programmer, Producer, Production & Events Coordinator, Technical Manager, Operations Manager, Ticket Sales Manager, Communications & Sales Manager, Take Part Producer

The Assistant Producer works within the Producing team and assists with administration and planning for the artistic programme at Salisbury Playhouse, Salisbury Arts Centre and Salisbury International Arts Festival.

Key responsibilities

Programme Planning

- To act as a point of contact for visiting companies, making arrangements and co-ordinating with colleagues as required. Including but not limited to; managing the programming inbox, sharing digs list when required, arranging details of arrival times, arranging signing in sheet to be passed to the administration team, arranging travel, arranging per diems and liaising with operations team to arrange catering/drink riders.
- To create and distribute deal memos, contracts, contra invoices and settlements for visiting companies.
- Keep up to date tracker of all visiting show paperwork that has been issued and received, following up with visiting companies when required.
- To be the first point of contact for contract queries from visiting companies.
- To ensure in-house and visiting show information is entered into YesPlan and updated when required, in liaison with the Production & Events Coordinator.
- To arrange and attend Artistic Planning Meeting, taking and distributing notes and actions.
- To input into and update Live Day to Day Planning document when required.
- To support the Producer with administrative tasks for the in-house programme when required. Including but not limited to; tracking and following up contracts, assisting with audition administration, liaising with the Production & Events Coordinator to ensure access providers are booked when required, arranging and booking accommodation and travel when required.

Programme Delivery

- To liaise with the Production & Technical and the Operations teams for planning and delivery of the visiting programme of work.
- To support the Communications and Sales and Ticket Sales teams on scheduling and delivering elements of the campaigns and ticket offers for visiting work.
- To complete PRS returns.
- To support the Senior Producer and Festival Producer with the delivery of Salisbury International Arts Festival, specifically acting as artist liaison and point of contact for external stakeholders.
- To arrange Production meetings, booking rooms and taking minutes
- To support the delivery of press night events, and arrange cards and gifts for press nights.

General

- To always act in the best interests of Wiltshire Creative.
- To take positive action to promote Equal Opportunities in all aspects of the work of Wiltshire Creative.
- To agree to abide by Wiltshire Creative's policies, as set out in the Staff Handbook.
- To maintain confidentiality in all areas relating to Wiltshire Creative.
- To maximise income and minimise expenditure wherever possible.
- To be flexible and to undertake any other reasonable duties as requested by Management.

About you

- You will have worked in an administrative role and be able to demonstrate effective organisation skills.
- You will have strong written and verbal communication skills.
- You will be an enthusiastic and skilled collaborator with colleagues, peers and external stakeholders.
- You will be able to demonstrate that you are an effective problem solver.
- You will be able to prioritise and work to deadlines.
- You must have a keen attention to detail.
- You will have good IT skills, including Outlook, Word and Excel.
- You will have a proactive approach to streamlining processes to deliver efficiency.
- You will have an enthusiasm for theatre and performance events.

Terms and Conditions

Salary	£26,936 per annum pro rata, which equates to £10,775 per year for the hours worked
Type of Contract	Permanent, part-time
Location	Salisbury (Playhouse or Arts Centre)
Hours of work	Part time, 16 hours per week. Some evening and weekend work will be required for which TOIL will be given
Holiday	28 days per annum pro rata for hours worked
Benefits	<ul style="list-style-type: none">• Wiltshire Creative offers a pension scheme through People's Pension, whereby contributions will be deducted from your salary and are currently matched by Wiltshire Creative up to 3% of salary. Wiltshire Creative is legally obliged to auto-enrol all eligible employees into this scheme after three months' employment, although the employee has the right to 'opt out'.• 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• Cyclescheme• Interest-free travel season ticket loans <p>Full details are available upon request.</p>

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 Monday 13th April 2026 with interviews taking place on Thursday 16th and Friday 17th April 2026.

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 [Equality, Diversity and Inclusion Monitoring Form](#). 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.