

# Join our team!

INCORPORATING

**SALISBURY  
ARTS CENTRE**  
PART OF WILTSHIRE CREATIV

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

**SALISBURY  
PLAYHOUSES**  
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](http://wiltshirecreative.co.uk)

# About this role

**Job Title:** Chaperone

**Responsible to:** Company Stage Manager/Production Director

**Main relationships:** Stage Management; Cast; Take Part Team

The Chaperone's role is to support the welfare and safety of our Young Performers/Company during rehearsals and performances. The role is essential in safeguarding young performers while helping them thrive in a creative environment. This position requires close collaboration with the Company Stage Manager, Producer, and Take Part team to uphold safeguarding policies, monitor child well-being, and ensure smooth backstage operations.

Chaperones will remain in close proximity to the young people at all times, ensure their physical and emotional safety, and communicate effectively with production staff when concerns arise.



# Key responsibilities

## **Supervision & Safety**

- Sign the young people in and out for rehearsals and performances
- Carry out regular headcounts and remain near the Young Performers/Company at all times
- Escort young people to and from the stage promptly for cues
- Be alert to signs of illness, distress, or external stressors
- Monitor medication (brought by the young people in named bags) during rehearsals and performances
- Support breaks and ensure performers are hydrated, rested, and calm
- Support evacuation procedures, lockdowns, or emergency situations
- Alert the Company Stage Manager (CSM) to any issues, concerns, or safeguarding disclosures

## **Record Keeping & Documentation**

- Carry the Chaperone Folder at all times while on duty; return it to the Stage Management Office at shift end
- Keep contents confidential and secure
- Support the Company Stage Manager (CSM) with any paperwork completion when required

## **Safeguarding & Best Practice**

### **All Chaperones are expected to:**

- Hold an in-date chaperone license
- Treat all children equally, with dignity and respect
- Put the welfare of each performer first
- Be a positive, encouraging role model
- Follow Wiltshire Creative's Safeguarding Policy (to be signed and returned)
- Report any concern or incident directly to the CSM
- Maintain boundaries: never be alone with a child or form outside contact (social media, personal messaging, etc.)

### **Do not:**

- Promise secrecy to a child
- Make physical contact except in emergency
- Carry out tasks a child can do independently
- Use personal phones or email to contact parents or young people

### **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 an enhanced DBS certificate
- You will have an in-date Chaperone licence issued by your local authority
- You will have experience working with children in performance, education, or care
- You will have an understanding of safeguarding, child welfare, and backstage theatre processes
- You will be calm, empathetic, responsible, vigilant, and nurturing
- You will be highly organized
- You will have the ability to work evenings, weekends, and flexible hours
- You will be available to work over the Christmas period
- You will have theatre or live event experience

# Terms and Conditions

<b>Salary</b>	<b>£12.49 per hour (£24.98 per hour on Sundays and Bank Holidays)</b>
<b>Type of Contract</b>	Casual - Fixed Term (November 2025 to January 2026) - Immediate Start
<b>Location</b>	Salisbury Playhouse
<b>Hours of work</b>	Casual, flexible hours. Evening, daytime, and weekend shifts will be required.
<b>Holiday</b>	Holiday will be paid at 12.07% and paid monthly
<b>Benefits</b>	<ul style="list-style-type: none"><li>• Pension scheme subject to eligibility</li><li>• Complimentary tickets for in-house shows</li><li>• Invitations to press nights</li><li>• Occasional ticket offers on visiting shows</li><li>• Discount in our bars and cafés</li><li>• Opportunity for flexible working patterns</li><li>• Wellbeing activities</li><li>• Employee Assistance Programme</li><li>• A fully trained team of Mental Health First Aiders</li><li>• Training and development opportunities</li></ul> <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](mailto: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](mailto:recruitment@wiltshirecreative.co.uk) or 01722 320117.



## How to apply for this post

We will interview suitable candidates on receipt of application and will close this vacancy when the position has been filled.

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](mailto: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.