

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.

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About this role

Job Title:	Head of Workshop
Responsible to:	Production & Technical Director
Responsible for:	Deputy Head of Workshop, Scenic Maker, Scenic Artists, Freelancers
Main relationships:	Production Manager, Freelance Designers

The Head of Workshop is responsible for leading our scenic workshop team in realising and building set designs for all Wiltshire Creative productions, setting and managing budgets and ensuring the required high quality for our set builds.

The role will take responsibility for project managing builds, working with designers and the production team, and overseeing freelance construction and artists. The Head of Workshop will develop a longer-term strategy for developing the function and team to deliver external commissions and additional income streams.

Key responsibilities

Pre-production work

- To work on CAD plans for shows prior to construction
- To realise designs from plans and models
- To advise on choice of materials and construction methods
- To order all necessary materials
- To employ and co-ordinate any freelance staff associated with the build

Set Construction

- To produce scenery, using a variety of techniques, to deadlines set by the Production and Technical Director for all Wiltshire Creative productions including: inhouse productions across the company's venue, for our productions as part of Salisbury Arts Festival (with some external venues being part of this), Youth Theatre productions and Take Part programme projects
- To occasionally proactively seek external work and produce scenery for external partners
- To assist with the fit-up and get-out on stage in Salisbury and at partner venues on occasion
- To proactively work towards Wiltshire Creative's sustainability goals, including working to Theatre Green Book rules where necessary

Finance and management

- To cost set designs and other projects in terms of materials and timescales
- To set and manage overheads budgets for the workshop function, ensuring work is completed within budget
- To develop a long-term strategy to ensure the financial viability of the workshop
- To line manage the permanent Workshop team, including:
 - Setting and monitoring individual and team objectives
 - Ensuring effective recruitment, training and development of Workshop staff
 - Engaging and motivating the team to perform at their best and deliver excellent standards of construction
 - Conduct regular performance reviews and appraisals as per our People policies
 - To ensure that working hours are well managed

Maintenance

- To schedule and document annual maintenance of workshop machinery
- To carry out repairs to scenery where necessary
- To take care of tools and equipment adhering to good housekeeping practices both in the workshop and on stage.
- To assist with repairs/improvements to the theatre buildings as skills and time allow

Health and Safety

- To be responsible for Health and Safety procedures both in the workshop and on stage
- To undertake and/or provide training in the use of equipment where necessary
- To keep up to date with Health and Safety legislation regarding set construction and installation

General

- To represent and positively promote the organisation at all levels
- To participate in any requisite training or staff development programmes
- To always act in the best interests of Wiltshire Creative
- To take positive action to promote equity and inclusion in all aspects of the work of Wiltshire Creative
- To agree to abide by Wiltshire Creative policies as set out in the Staff Handbook
- To maintain confidentiality in all areas relating to Wiltshire Creative
- To be flexible and to undertake any other reasonable duties as requested by Management
- The Workshop Department will not normally be involved in the running of performances, but this may occur from time to time

About you

Experience

- A strong and extensive working knowledge of scenery construction
- Practical experience and knowledge of safely working with workshop tools and machinery and able to work with a variety of materials
- Experience of leading or developing a theatre workshop
- Experience of managing budgets

Skills

- Ability to interpret technical drawings and experience of using AutoCAD or equivalent software
- IT literacy, including Excel for planning and budgeting
- Strong people management skills, with previous line management experience
- Strong innovation and problem-solving skills
- Able to plan and prioritise within tight deadlines and under pressure
- Up to date knowledge, experience and training in Health and Safety issues

Attributes

- A strong team-player with evidence of excellent working relationships with a range of creative teams and freelancers
- Confident in maintaining high standards and exercising quality control
- Reasonable standard of physical fitness (this job involves physically strenuous work and manual handling)
- Working knowledge of Theatre Green Book and a commitment to environmentally sustainable practice
- Ability to work anti-social hours on occasion (evenings and weekends)

Please mention in your application if you have the following:

- MIG welding experience
- Experience of using a CNC machine
- Driver's licence and willingness to drive the theatre van

Terms and Conditions

Salary	£37,500 per annum
Type of Contract	Permanent
Location	Flexible working across Salisbury Playhouse and Arts Centre
Hours of work	Annualised hours, averaging 42 hours per week
Holiday	32 days annual leave per year including statutory bank holidays and increasing in line with length of service
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• 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 Tuesday 7th April 2026.
Interview dates are TBC.

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.