

# 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

<b>Job Title:</b>	<b>Scenic Workshop Assistant</b>
<b>Responsible to:</b>	<b>Head of Workshop / Deputy Head of Workshop</b>
<b>Main relationships:</b>	<b>Production and Technical Director; Production Manager; Freelance Designers; Scenic Artists</b>

The Scenic Workshop Assistant supports the Workshop team in realising and building set designs for all Wiltshire Creative productions. We are proud to be one of the few theatres across the UK with an onsite scenic workshop, producing sets that are consistently high standard and are a key component of our joyful and enriching theatre productions. The Workshop is based in Salisbury Playhouse but we work across two venues, occasionally creating work in other venues across Salisbury.

# Key responsibilities

## Pre-production work

- To realise designs from plans and models alongside the Workshop team, contributing to planning and ordering materials

## Set Construction

- To produce scenery, using a variety of techniques, to deadlines set by the Head of Workshop and Production and Technical Director for our Main House, Salberg studio, Stage 65 Youth Theatre productions and Take Part Programme projects
- To occasionally produce scenery for other theatre companies or external partners
- To assist with the fit-up and get-out on stage for our inhouse productions and occasionally for visiting productions
- To undertake prop making as required
- To assist with fitting up and running Salisbury International Arts Festival shows if required

## Maintenance

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

## **Health and Safety**

- To follow all Health and Safety procedures both in the workshop and on stage
- To undertake 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 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

## Essential

- A working knowledge of scenery construction
- Practical experience and knowledge of safely working with workshop tools and machinery
- Experience of working with a variety of materials and techniques
- Experience working as part of a team
- Ability to work anti-social hours (evenings and weekends)
- Professional approach to work, maintaining high standards and exercising quality control
- Reasonable standard of physical fitness (this job involves manual handling and occasional long days)
- A knowledge of Health and Safety in a workshop and onstage environment
- Computer literate and knowledge of CAD drawing
- Experience of prop making

Please mention in your application if you have experience of the following:

- MIG welding
- Experience of scene painting

# Terms and Conditions

<b>Salary</b>	£27,860
<b>Type of Contract</b>	Permanent
<b>Location</b>	Salisbury (Playhouse or Arts Centre)
<b>Hours of work</b>	Annualised, averaging 42 hours per week
<b>Holiday</b>	32 days per annum including bank holidays, rising in line with length of service
<b>Benefits</b>	<ul style="list-style-type: none"><li>• 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'.</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><li>• Cyclescheme</li><li>• Computer Scheme</li><li>• Interest-free travel season ticket loans</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

The closing date for this vacancy is 9am on Monday 20th 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](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.