

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:	Take Part Producer - Creative Learning & Regular Programmes
Responsible to:	Take Part Director
Main relationships:	Head of Youth Arts, Take Part Practitioner, Education Officer, Community Relationships Officer, Wiltshire Creative Academy team, Marketing team, Artistic Planning team, Finance team, regular volunteers.

Our Take Part team works across different strands of the Wiltshire Creative programme and out into our communities. We spark imagination, nurture creativity, grow talent, build industry skills, and bring people together. The team works closely with local artists and staff creatives, and strategically with partners to develop inclusive offers and pathways into our programmes delivered in our venues and out in the community.

Our Take Part Producers play a vital role in the planning and smooth running of projects, partner and participant communications, artist engagement, project planning, administrative support as well as event delivery and some facilitation support.

Key strands for this producer role, along with other smaller project areas, are:

- The Take Part @ Salisbury Arts Centre Programme
- Creative Learning and Formal Education offers

This is an ideal role for someone with experience in delivering creative projects with a learning or community focus, great communication skills and a passion for the creation of work that enables people from all backgrounds to create, learn and connect.

Role Purpose

- Enable the delivery of high-quality, accessible and sustainable creative programmes and participation opportunities for people of all ages and backgrounds.
- Ensure effective administration, planning, coordination and project management of this activity
- Maintain clear and effective communication with all stakeholders

Key responsibilities

Programme Coordination & Delivery

For allocated projects and programme areas:

- Act as the main point of contact for artists, participants and partners
- Coordinate the planning and delivery of creative programmes, workshops, events and participation activity
- Work with colleagues to schedule activity, allocate resources and ensure projects run smoothly
- Support participant recruitment and audience development activities.
- Coordinate freelance artist involvement, including creative brief development
- Prepare or source project resources in collaboration with artists and colleagues
- Provide practical facilitation support during creative workshops, events, performances and other Take Part activities as required

Administration & Systems

- Maintain accurate project schedules, records and participant information across organisational systems
- Manage participant registrations and related administration
- Engage and contract freelance artists and practitioners
- Administer project budgets and financial processes in line with organisational procedures
- Maintain project documentation, participation data and evaluation records
- Support the implementation of safeguarding, health and safety, data protection and other organisational policies
- Assist with volunteer recruitment, induction and coordination where appropriate

Communications & Relationships

- Maintain clear communications with participants, schools, community partners, artists, volunteers and colleagues
- Coordinate project meetings and share relevant information across departments
- Work with the Communications team to promote Take Part activity
- Prepare programme information, project copy and other supporting materials as required
- Contribute information and data for reports, evaluations and funding requirements
- Represent the Take Part team at relevant meetings and partnership forums

General

- To always act in the best interests of Wiltshire Creative, positively enabling delivery of our objectives and acting as an ambassador for our work
- To abide by Wiltshire Creative's policies, including the staff handbook and associated people policies, and Safeguarding, Health & Safety and Sustainability policies
- To promote and champion Wiltshire Creative's values through actions and behaviours
- To maintain confidentiality in all areas relating to Wiltshire Creative
- To attend staff meetings and other internal meetings, unless delivery of planned programme of work prohibits
- To support the work of other departments through effective collaboration when required
- To seek continuous improvement in processes, standards and knowledge
- To maximise income and minimise expenditure wherever possible
- To be flexible and to undertake any other reasonable duties as requested by Management

About you

- Experience managing and delivering creative projects, ideally within an arts or cultural organisation
- Experience working with freelance artists and creatives
- A strong commitment to inclusion, access and socially engaged arts practice
- Proven organisational and project administration skills, with experience maintaining accurate records, schedules and finance processes
- Strong written and verbal communication and relationship building skills
- Experience working with groups and individuals facing barriers to arts participation
- Ability to manage multiple priorities, adapt to changing circumstances and work with professionalism, empathy and initiative
- Facilitation skills that enable you host workshops or community activities, often in support of an artist
- An interest in, and enthusiasm for, working across multiple art forms

Terms and Conditions

Salary	£28,579 per annum pro rata, which equates to £14,289.50 for hours worked
Contract	Permanent, subject to DBS checks and satisfactory references
Location	Salisbury (Playhouse or Arts Centre)
Hours of work	20 hours per week, actual hours/days will be agreed with the successful candidate
Holiday	14 days per annum (28 days per annum pro-rated) rising in line with length of service
Benefits	• Wiltshire Creative offers an auto-enrolment pension scheme through People's Pension, with 3% employer contributions based on qualifying earnings • 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 • Computer Scheme • Interest-free travel season ticket loans 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 12pm midday on Monday 23rd November 2026. Interview dates are Wednesday 2nd or Thursday 3rd 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 [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.