

JOB OPPORTUNITY

Projects Assistant



Images: Left to right: The Air Between Us by Chloe Loftus & Rodney Bell at Inside Out Dorset 2023, photo by Jayne Jackson; Sonnet of Samsara by Attakkalari & Kinetika at Inside Out Dorset 2025, photo by Sam Rose; CREATE 2026, photo by Archie Rowell.

We believe extraordinary moments connect and uplift us all. Our mission is to create opportunities for everyone through the performing arts. We have created a new role in our team for a **Projects Assistant** in Dorset to support on our exciting programme of activities and events. This role is made possible through Artswork's Breakthrough scheme.

If you are as passionate about performance as we are, and you have always wanted an opportunity to help make things happen, then this could be the role for you.

You'll support our team across a range of exciting projects and assist us to work with communities from a range of backgrounds. You'll work on our creative community projects, schools and youth projects in locations across Dorset. And support our events and talent development for local creatives.

We'll provide you with a workplace mentor, plus training and support for any access requirements you have. Through Artswork you will also access to a pre-employability training programme, coaching, one-to-one sessions and a peer network.

Within the Activate team, we have a female leadership and a broad mix of people with lived experience of caring responsibilities, disability/long-term health conditions and being from a working-class background. To read more about our Team go to: www.activateperformingarts.org.uk/meet-the-team/

We particularly welcome applications from people who have experienced barriers or prejudice relating to their age, gender identity, ethnicity and/or having a disability or long-term health condition, their sexuality, or being from a working class/low-income background.

We are keen to address under-representation in our team, through positive action in our recruitment.

The Basics

Reports to:	Executive Producer
Location:	Dorchester office and out on site around Dorset
Deadline:	Monday 27 th July 2026 at 11.45pm
Interviews:	Thursday 3 rd September 2026
Ideal start:	28 th September 2026
Working days:	25 hours per week, flexitime. Monday mornings essential for team meetings
Salary:	£26,227 pro rata PAYE
Pension:	Pension enrolment after 3 months' continuous employment
Holiday:	23 days plus public holidays pro rata
Ideal term:	6 months fixed term contract
To apply:	Online application form via Artsworld website. You can submit answers in alternative formats such as video and audio using the application form.

About Us

We exist to promote, support and produce performing arts projects in our communities. Bringing world-class events to unexpected places, like town centres, village squares, beaches and hilltops. And we've been doing it for over 30 years.

Our aim is to break down barriers and reach the widest possible audiences, while celebrating our natural landscape and sense of place.

Supporting our performing arts community is at the heart of everything we do. We bring people together, offer advice, and provide access to learning and resources. We're here to help creatives at all levels on their journey towards creating outstanding, inspiring work. We offer one-to-one free advice sessions and run training programmes for artists working in the performing arts.

We run an inclusive performance group for children and young people called The Remix, and our Dorset Youth Dance company offering contemporary classes for 5-25 year olds wanting to pursue their passion.

Our biennial Inside Out Dorset festival presents extraordinary events in extraordinary locations. It is free to attend and takes place outdoors. We showcase UK and European theatre and dance artists in events across Dorset,

Bournemouth, Christchurch and Poole in a mix of countryside, coastal and urban locations, we attract audiences of around 20,000 each festival. The next festival will take place in September 2027.

We also produce and tour the work of 3 Dorset based companies: Lorna Rees Company, The Working Boys Club and Tilly Ingram Theatre to festivals and events in the UK.

About You

Essential things we are looking for are below. You will:

- Be aged 18-25 and eligible to apply under the [Breakthrough Scheme](#)
- Be passionate about live performance
- Want a career in the arts
- Work well in a team
- Be a good communicator
- Work well with people from a range of backgrounds
- Manage your to-do-list well and have great organisational skills
- Be hard-working and keen to listen and learn
- Live in Dorset / Bournemouth / Christchurch / Poole.

You should be working towards:

- Developing your interest in and knowledge of project or event management
- Gaining experience of computer applications e.g. Microsoft Office
- Learning about professional communication.

You will need to be enthusiastic and creative, able to ‘think on your feet’. You will live in Dorset / Bournemouth / Christchurch / Poole.

You will receive:

- Lots of training opportunities – both formal and informal, based on your needs
- A workplace mentor to guide and support you
- A weekly workplan
- A friendly team to work alongside and guide you in your learning
- The opportunity to build your network in the arts sector and make contacts
- The opportunity to see performances and shows
- The chance to work with our experienced team who have a range of skills
- Career advice and guidance
- Support on your CV and job applications for future employment.

“The time I spent with Activate was invaluable in truly kick starting my career and integration into Dorset’s creative industry. It gave me a holistic understanding of what it means to be a Producer in the current climate. I am proud to say that I have since gone on to become a full time Producer just a few months after finishing with Activate, and I owe a great deal of thanks to being their Trainee Producer for this.”

Grace King-Turner, Activate’s 2025-26 Trainee Producer

Job Description

Job Title: Projects Assistant

Job Purpose: To support the team across our projects

Reports to: Executive Producer

You will support our team across a range of exciting projects, including assisting with our:

- Community engagement projects
- Year-round workshops and performances by our youth performance groups The Remix / Dorset Youth Dance for young people aged 5-25
- Schools' projects
- Performing arts creatives' talent development such as CREATE! / artist advice sessions
- Staffing our events as part of the team.

Work will include tasks such as:

- Contacting businesses asking for quotes for transport, catering etc.
- Attending meetings and taking notes
- Shadowing our Producers whilst they do their job
- Phone calls and emails
- Updating contact lists and other databases using Excel
- Creating event schedules
- Taking photos / video of our activities.

Work to support the wider team by:

- Attending and contributing to our team meetings
- Assisting the rest of the team on other tasks when needed
- Welcoming visitors to the office
- Joining Activate at events (online/live) in a professional and friendly way.

How to apply

A BSL version of this pack is available:

www.activateperformingarts.org.uk/jobs/projects-assistant

To apply you will need to complete the online application form:

<https://artswork.org.uk/opportunities/breakthrough-projects-assistant-dorchester>

You can submit answers in alternative formats such as video and audio.

If you have any access requirements or need any help with your application, please contact us below and we will be happy to help.

If you would like this pack in another format such as Large Print, we will happily arrange this for you or if you need further information, please contact info@activateperformingarts.org.uk or call 01305 260954

Closing Date: Monday 27th July 2026 at 11.45pm

Interviews: Thursday 3rd September 2026, Dorchester

Equality & Diversity

- We wholeheartedly support equal opportunities in all areas of our work. We strive to be a bold organisation that listens to the communities we work with. We encourage feedback on our services and how we can improve.
- We are committed to removing barriers. We oppose all forms of unlawful discrimination in relation to the protected characteristics. We are committed to having a staff and board that reflects and represents all sections of the community we serve and eliminating discrimination that is unlawful under the Equality Act 2010.
- We will guarantee an interview to any eligible D/deaf or disabled candidate who fulfils ALL of the the Job Description essential criteria for the role. Please note you must qualify as eligible under Artwork's [Breakthrough scheme](#), and meet ALL the essential criteria. Tell us in your application form if this applies to you. We are open to proposals of ways this role might be undertaken if our proposed structure presents barriers to any applicant.
- The interview panel will be representative of a diverse range of individuals.

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