

Creative Assistant

Applying for this post

To apply for this post you must submit a CV with cover letter and an Equalities Monitoring Form to jobs@dundeerep.co.uk. Data from your Equalities Monitoring Form will not be shared with the recruitment panel.

If you would like to request any adjustments to enable you to apply for this post or to fully participate in an interview, please contact jobs@dundeerep.co.uk.

The deadline for receipt of applications is Saturday 1 August at midday.

Guidance

Please refer to our websites, www.dundeerep.co.uk and www.scottishdancetheatre.com, to find out more about us.

Please read the job description carefully before applying to ensure you meet all the essential criteria and can provide evidence in your application to support these areas. Only relevant information will be considered when shortlisting candidates.

Your application will be retained securely for three months before being destroyed if you are unsuccessful. Your application will be retained for up to 12 months if you are successful.

Job Purpose

As Creative Assistant you will support the delivery of Dundee Rep and Scottish Dance Theatre's varied programme of dance, drama and wellbeing classes. Supporting our Tutors, you will work directly with participants, ensuring everyone attending has an excellent experience.

The Creative Assistant is line managed by the Creative Practitioner/Dance Artist and are part of the Engage team.

Main Duties and Responsibilities

The main duties and responsibilities of the role are:

General

- Liaise with Tutor and assist with anything that needs done in preparation for class.
- Meet the participants at Box office and complete the register.
- Ensure tutors and participants are aware of relevant class and space protocols.
- Take initiative during classes, e.g. check in on participants, ensure everyone understands the task.

Practical

- Safely escort participants to and from the Studio.
- Escort participants to the toilet if required and wait outside.
- Assist in escorting participants out of the building in an evacuation (eg. fire)
- Assist with keeping momentum during the classes.
- Support the tutor during sessions as required.
- Demonstrate for the Tutor when required.
- Make your voice heard in the room, encouraging teamwork.

Planning and administration tasks

- Take notes during the devising process or any task relating to making a timeline or blocking.
- Bring and share ideas.
- Ensure the register is completed correctly and report regular absences to the Tutor and Creative Practitioner/Dance Artist
- Ensure any information and handouts are passed on to participants / parents / carers

Working safely

- Ensure the studio is left the way it was found, windows must be closed and lights turned off when leaving.
- Support positive behaviour by encouraging the participants when necessary, helping participants stay focused, raising any concerns with the Tutor where appropriate.

Any other duties

- Adhere to and implement the guidelines, procedures and policies of the Organisation as detailed in the staff policies.
- Play a role in the life of the Organisation and work across departments to develop a positive and engaged organisational culture.
- Be aware of, and comply with, rules and legislation pertaining to Health and Safety at work and abide by the procedures set in place.
- Be aware of, and comply with, rules and legislation pertaining to GDPR and abide by the procedures set in place.
- All staff are expected to demonstrate an understanding of, and adherence to, the Organisation's safeguarding policy, including a duty to report any issues of concern.

The duties and responsibilities set out should are not exhaustive. The post-holder may be required to undertake other duties and responsibilities which are appropriate with the level of the role.

The post-holder may also be required, from time to time, to carry out duties that would not normally be associated with the post on a temporary basis where there is a strong organisational requirement. The post-holder would be given appropriate training and equipment to perform any duties of this kind.

Person Specification

Essential

If you do not **demonstrate** that you meet all the below criteria in your application, you may not be shortlisted.

1. Ability to join the Protection of Vulnerable Groups Scheme.
2. Friendly and confident demeanor, with a passion for working with our communities and supporting creative learning experiences.
3. Experience working with diverse groups of people from varying backgrounds
4. To be able to communicate with participants to ensure that everyone feels welcome to the theatre
5. Ability to use own initiative within a management framework
6. Ability to take direction from supervisors and managers
7. To be able to ask for help from management when required
8. Punctuality and reliability
9. Commitment to delivering excellent customer service in a busy environment
10. Ability to remain calm and professional when dealing with children and adults
11. A mature, professional attitude towards work
12. Ability to work flexible hours (including evenings and weekends)
13. Over 18 years old

Desirable

If we need to choose between candidates who meet the essential criteria, we may take the below factors into account.

1. Previous experience in a similar learning environment
2. Knowledge of DRSDT and the work that is programmed
3. A knowledge and interest in Theatre and Dance
4. First Aid Training
5. Disability Awareness training

Terms and Conditions

Creative Assistant

Period of work

This is a fixed term contract from September 2026 to March 2027, during term times.

Pay

£13.45 per hour

Hours

Zero hours contract. Shift work, including regular evenings and weekends

Holidays

Annual leave will be accrued and paid on a quarterly basis.

Notice period

The notice period will be two weeks on either side.

Location of work

Your main place of work will be Dundee Rep.

Other benefits

- Contributory staff pension, after three months of service
- Employee Assistance Programme

Non-contractual benefits

- Staff tickets to DRSDT produced shows
- Staff discount in Rep Restaurant

Dundee Rep and Scottish Dance Theatre Ltd is a Real Living Wage Accredited Employer who strives to be an equal opportunities employer and is supported by Creative Scotland and Dundee City Council.

Equal Opportunities

Dundee Rep and Scottish Dance Theatre Limited is committed to promoting equality and opportunity in its employment practices. In particular, the Organisation aims to ensure that no potential or actual employee receives more or less favourable treatment on the grounds of race, colour, ethnic or national origins, marital or civil partner status, sex, sexual orientation, gender reassignment, age, disability or religious beliefs.

Guaranteed Interview Scheme

Dundee Rep and Scottish Dance Theatre Limited are committed to employing a diverse workforce. And positively welcome applications from candidates who have a disability.

A person with a disability or long-term health condition who indicates on their application email that they wish to participate in the Guaranteed Interview Scheme will be guaranteed an interview if they meet the essential criteria outlined within the person specification during the shortlisting process.

Safeguarding

Dundee Rep and Scottish Dance Theatre Limited is committed to safeguarding and operates an environment where all staff are expected to report any concerns about vulnerable people or about the behaviour or practice of colleagues and other people they encounter.

Offers

Any job offer we make is subject to:

- Receipt of two satisfactory references.
- Proof of eligibility to work in the UK.