

Creative Learning Assistant

Engagement Department
Fixed term

THEATRE
ROYAL
BATH the egg



*if you require this information pack in another format (e.g. Large Font, audio recording) please contact the Egg on 01225 823 409

Creative Learning Assistant

The Egg, based at Theatre Royal Bath

Dear Applicant,

Thank you for your interest in this role. We are pleased to be advertising this position and to find a motivated and enthusiastic Creative Learning Assistant with an interest in theatre and a passion for creative learning to join our award-winning Education Department.

At The Egg, we are committed to fostering a diverse and inclusive workforce and we strive for equity in our recruitment and employment practices. In order to inspire and engage more people from underrepresented backgrounds, we are actively working to remove barriers and create fairer opportunities.

We aim to diversify our workforce by 20% by 2026 and are therefore taking **positive action**¹ to encourage applications from individuals who identify as Black, Brown or from other **global majority**² backgrounds, who are currently underrepresented in theatre-making and creative roles. We also encourage applicants from those who have experienced barriers to career development due to **protected characteristics**³. **All final appointments will be made on merit.**

This opportunity is part of The Egg's Pipeline Programme: *New Voices Awards*, which will support six early-career theatre creatives (two per year across three years) through a paid freelance training opportunity.

The **Creative Learning Assistant** will assist with the day-to-day running of the theatre school, they will support our team in the delivery of a mixture of formal and informal theatre training for young people aged 5-18 years. They will have excellent communication skills, be confident talking to a wide variety of people, be happy working alone or as part of a team, and have general administration skills. This engagement is funded by **The Garek Trust**.

We are happy to make-reasonable adjustments to help applicants feel more confident throughout the process, please don't hesitate to let us know how we can help.

If you wish to apply, please complete the [Equal Opportunities Monitoring Form](#) and email some information about yourself and your responses to the four questions on the **application procedure page** quoting Creative Learning Assistant in the subject line to The Engagement Administrator, Tracey Cook: tracey.cook@theatreroyal.org.uk / 01225 823 409.

I enclose the following written materials:

1. Background to The Egg at Theatre Royal Bath
2. Job Description and Personal Specification
3. Creative Learning Assistant Application Procedure

Yours sincerely,

Janine Solomon-Gardner
Head of Engagement

¹ **Positive action** – refers to clause 159 of the equalities act 2010 where (a) persons who share a protected characteristic suffer a disadvantage connected to the characteristic, or (b) participation in an activity by persons who share a protected characteristic is disproportionately low. With the aim of enabling or encouraging persons who share the protected characteristic to—(a) overcome or minimise that disadvantage, or (b) participate in that activity.

² **Global Majority** - refers to the majority of the world's population who are not white, and who are often racialized or considered to be ethnic minorities. This includes Black, Asian, Brown, dual-heritage, indigenous, and other ethnic groups.

³ **Protected Characteristics** – refers to nine protected characteristics: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.

This opportunity is made possible with the generous support of The Garek Trust, which aims to give access and exposure to the performing arts to underrepresented children and young people.

Creative Learning Assistant

Job Description

Job Title:	Creative Learning Assistant
Department:	Engagement, The Egg
Hours:	22 –hours per week, including evenings and weekends
Salary:	£12.21 per hour
Contract:	6 months Fixed Term (could rise to 12 months funding dependent)
Start Date:	2 nd February 2026 with additional away weekend 8 th & 9 th November (paid)
Reporting to:	Participation Programme Producer
Location:	Theatre Royal Bath - primarily office based

*This role is available for young people aged 19-25

What is a Creative Learning Assistant?

The Creative Learning Assistant (CLA) will have a focus on our Theatre School (after-school hours and school holidays). Their main responsibilities will be to assist with the day-to-day running of our Theatre School, under the guidance of the Participation Programme Producer. You will support our team of practitioners as they deliver practical theatre skills classes and represent the department within the workshop space. The CLA will communicate with a variety of people, including; students, practitioners, parents, teachers and schools. This will be via email, telephone or in person.

Full training will be given, with the opportunity to develop your own theatre facilitation skills. In addition, you will undertake office-based tasks, such as; general administration, logistical problem-solving and scheduling. An insight into all elements of a working theatre can also be offered, including training in our box office systems and operational working practices.

Where possible, we can support the successful candidate in their creative goals and career ambitions, by offering insight into the roles that exist within a theatre-training environment or working theatre building.

Objectives

- Assist the in-person delivery of week time evening groups as part of our Theatre School offer. Support practitioners in the leading of sessions, managing the readiness of the workshop space and materials and offer pastoral support to participants during the sessions.
- Administratively support the running of the department, including maintaining registers, following up on attendance records, room bookings and schedules.
- Answer enquiries from parents, teachers, and participants via email, phone or social media.
- Support the Participation Programme Producer in producing the annual Theatre School festival shows, and other theatre school events including; end of term sharing, open mic events, summer schools, etc.
- Arrange and conduct new member inductions and building tours for new Theatre School members and visiting parents/guardians.
- Create and upload content to various social media channels as well as compiling and distributing regular newsletters. Liaising with the general manager to ensure the Theatre School website is up-to-date, and add additional content to the website as needed.
- To research and produce a sharing for Theatre School with the support of your line manager.

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Responsibilities

Whilst you will be responsible for the listed activities below, the whole department works as a team, supporting and collaborating where possible.

The following responsibilities are shared by all staff members of Theatre Royal Bath:

- To work for the benefit of the whole organisation
- To comply with all TRB policies included in the Staff Handbook
- To attend regular staff meetings and other departmental meetings that may be arranged
- To keep up-to-date with the activities of the organisation
- To carry out further administrative tasks that arise from the job
- Undertake additional duties as may reasonably be required
- Attend any training that may be mutually agreed on for the development of the post
- To adhere to Theatre Royal Bath financial procedures

Person Specification

In completing your application, please refer to the Person Specification outlined below. We do not expect you to possess all the criteria; however, those in bold are considered **Essential**.

Experience

Essential

- **Strong communication skills**
- **A keen interest in storytelling**
- **Basic IT skills, including Word & Excel**
- **Good telephone manner**
- **Strong interpersonal skills and a good manner with both the general public and young people**
- **Ability to work on own initiative as well as part of a team**
- **Positive outlook**
- **Adaptable and flexible**
- **Willingness to learn**

Desirable

- Interest in arts education/ participatory arts
- Experience in working with children and young people (this could include babysitting or having younger siblings).
- Interest in developing leadership qualities



The Egg at Theatre Royal Bath

About us

Egg Mission Statement

The Egg is a theatre for curious and young minds, where we explore the joy of being human through shared theatrical experiences.

The Egg

The Egg, part of Theatre Royal Bath, is one of the country's most established theatres dedicated to children and young people. Since opening in 2005, it has presented over 900 plays, programming 60 different professional productions each year for audiences aged 0-18, hosting hundreds of theatre companies and introducing thousands of young people to live theatre.

The Egg team works with many organisations to extend the role that arts and cultural venues play in young people's lives, and fosters careers in the arts through: a partnership with Bath College delivering the Level Three qualification in Performing & Production Arts; apprenticeships; a Youth Theatre for ages 5-18; creative participation for 18+; strong links with Bath Spa University and Bath Cultural Education Partnership; a new Pipeline project offering work-based learning opportunities to people from backgrounds and heritage who experience systemic under-representation in the theatre industry; and the Incubator, the Egg's ideas development programme.

The Egg operation broadly falls into two subsections, which we sometimes call departments, but we share the same office and are viewed as a single entity. These are:

Building and Productions (The Egg). The toured-in programme, producing, touring and all things Theatre for Young Audiences. Consists of Egg Director, Egg Manager and Audience Development Officer.

Engagement. This department broadly covers all participation, education and engagement activity. This includes the delivery of Level 3 Performing Arts, schools' liaison, delivery of all out-of-school creative learning including our youth theatre, digital experiences, early years provision and adult creative learning. Consists of Head of Engagement, Education Producer, Education Coordinator, Participation Programme Producer (Young People), and Head of Community Engagement (Adults).

The Egg also has a full time Administrator and makes use of casual receptionists, front of house, workshop assistants and freelance practitioners.



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Application Procedure

Deadline for Applications: 8th October 2025

Any offer to a successful candidate will be conditional upon:

- Receipt of at least two independent written references, which are satisfactory to Theatre Royal Bath.
N.b: References produced by candidates will not be accepted.
- Verification of identity and Right to Work in the UK to be produced at interview stage.
- Returning a satisfactory DBS check.

Application Procedure

- Complete the [Equal Opportunities Monitoring Form](#), which will be anonymous and separated from your application, will enable TRB to explore the data and allow for equality of opportunity, investigate the underlying causes of any inequalities and seek to redress any unfairness or disadvantage.
- To apply please respond to the application questions (below), and gives us some more details about you.

We are interested in what you say rather than how you say it. Please apply in the format that best suits you and enables you to respond fully to the role. This could be written English, video (BSL/spoken, English/SSE), or an audio recording.

If answering in written form, please use no more than 400 words per question.

If answering in audio form, please ensure recordings are no longer than 2 minutes per question.

If answering in video form, please ensure recordings are no longer than 2 minutes per question.

Questions

- 1. What would you like to gain from this experience?** We are asking this question to understand what drives your personal development plan.
- 2. Tell us about something you've achieved that you are proud of.** We are asking this question to learn about your experience, skills and approach to work/study.
- 3. Tell us about a book, film or play that you've experienced that's had an impact on you.** We are asking this question to learn more about your interests and passions.

*Please email your CV and answers to your questions to: tracey.cook@theatreroyal.org.uk (quoting Creative Learning Assistant in the subject line).

We recommend using WeTransfer to send video files.

An enhanced DBS check will be completed for the candidate before the commencement of work.

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