

RECRUITMENT PACK

Creative Engagement Assistant Internship
August 2026



HOME

WELCOME

Thank you for your interest in the role of Creative Engagement Assistant Intern at HOME.

HOME is Manchester's beating heart for theatre, film and art. It's an everyday escape, a space which invites everyone in for conversation, creativity, culture and connection. At HOME, you can discover new dimensions, old favourites and everlasting stories.

HOME is Manchester's premier arts centre and a registered charity, welcoming over 7 million visitors since opening. HOME features two theatres, five cinemas, an art gallery, and a popular restaurant. HOME collaborates with artists from both the UK and around the world to produce and present exceptional visual art, cinema, and theatre experiences. Placing a strong focus on UK theatre, international works, new commissions, and artist development, HOME is deeply rooted in the community, pushing creative boundaries, embracing experimentation, and sharing bold, exciting art with as wide an audience as possible. Our patrons include director Danny Boyle, actress Suranne Jones, playwright and poet Jackie Kay CBE, and artist Rosa Barba.

Our programme is presented across:

- Five state-of-the-art cinemas, presenting one of the UK's most celebrated programmes of independent film
- Two theatres – c.500 seat proscenium arch, T1; and c.130 seat flexible studio theatre, T2 – presenting HOME produced productions
- 500m² contemporary visual art space
- Digital platforms
- Talent development and engagement spaces
- In youth and education settings and within communities across Manchester

HOME also relies on trading and secondary income to support the charity, including two bars, a restaurant, event spaces and retail space.

If you require a large print version of this recruitment pack, or any reasonable adjustments to apply for this position, please contact recruitment@homemcr.org



Equality at HOME

We want our workforce to reflect the diverse communities of Greater Manchester, and we welcome candidates from all backgrounds. We actively encourage and support applications from groups who are currently underrepresented across the arts sector, including;

- Members of the Global Majority
- Individuals from lower socio-economic backgrounds
- Deaf, disabled and/or neurodiverse applicants
- People from the LGBTQIA+ community

HOME is a Disability Confident Employer, and a Supporter of the Greater Manchester Good Employment Charter.



KEY INFORMATION

Salary	Real Living Wage £13.45 Per Hour
Contract	Fixed Term 12 weeks 144 hours over 12 weeks – start date w/c 28 th September 2026. Subject to satisfactory receipt of recruitment checks (right to work and two satisfactory employment references)
Hours of work	Monday and Thursday – 6-hour days, times vary as per schedule
Dates to be available	Monday and Thursday (Mon 28 th Sept 2026 – Wednesday 16 th Dec 2026)
Holidays	25 days pro rata
Other benefits	Discounted cinema tickets Discounted theatre tickets Employee Assistance Programme
Probationary period	4 weeks
Notice period	2 weeks

WORK SCHEDULE

Date	Time	Project	Location
Mon 28th Sept	10am-4pm	Induction Day 1	HOME
Thurs 1st Oct	10am-4pm	Induction Day 2	HOME
Mon 5th Oct	10am-4pm	Intro to projects	HOME
Thurs 8th Oct	9am-3pm	Schools Linking CPD	HOME
Mon 12th Oct	10am-4pm	Young Artist Prep	HOME
Thurs 15th Oct	10am-4pm	Network Rail	St Cuthbert's Primary School/HOME
Mon 19th Oct	9am-3pm	Creative Careers Talk	HOME
Thurs 22nd Oct	10am-4pm	Network Rail	St Cuthbert's Primary School/HOME
Mon 26th Oct	10am-4pm	Young Artist Prep	HOME
Thurs 29th Oct	10am-4pm	Team Admin	HOME
Mon 2nd Nov	10am-4pm	MATC Admin	HOME
Thurs 5th Nov	10am-4pm	Network Rail	St Cuthbert's Primary School/HOME
Mon 9th Nov	9am-3pm	Creative Careers Week	HOME
Thurs 12th Nov	9am-3pm	Creative Careers Week	HOME
Mon 16th Nov	9am-3pm	Creative Careers Talk	HOME
Thurs 19th Nov	10am-4pm	Network Rail	St Cuthbert's Primary School/HOME
Mon 23rd Nov	10am-4pm	MATC Admin	HOME
Thurs 26th Nov	10am-4pm	Network Rail	St Cuthbert's Primary School/HOME
Mon 30th Nov	10am-4pm	Inspire Gallery	HOME
Thurs 3rd Dec	10am-4pm	Network Rail	St Cuthbert's Primary School/HOME
Mon 7th Dec	10am-4pm	Young Artists	HOME
Thurs 10th Dec	10am-4pm	Team Admin	HOME
Mon 14th Dec	10am-4pm	Young Artist Prep	HOME
Wed 16th Dec	10am-4pm	CV support	HOME

Above is the current work schedule, however this is subject to change to meet the needs of the Creative Engagement team. All changes to schedule will be discussed 2 weeks prior with Line Manager in your 1-1.

JOB DESCRIPTION

Purpose

The Creative Engagement Assistant Internship provides an opportunity for an early career, emerging arts practitioner to build understanding and gain practical experience of arts engagement. The role will work alongside the Creative Engagement team supporting the planning, and delivery of youth and school engagement projects. The internship is designed to build knowledge relating to the planning, administration and delivery of creative engagement work, whilst developing practical skills within a professional, creative working environment. The role aims to build essential knowledge relating to safeguarding and health and safety and offer insight into a range of careers in the arts.

Main duties

- Support the planning and delivery of schools and youth arts engagement projects
- Support with Creative Engagement admin tasks
- Liaise with session leaders
- Support session prep
- Support the set up and pack down workshops
- Support workshop participants during sessions (role will receive safeguarding training)
- Session admin tasks such as: register taking, note taking and evaluation feedback.
- Research tasks

More Details

- HOME requests flexibility for the individual to work evenings and weekends (with advance notice) in line with the delivery of these events (HOME is mindful of any responsibilities outside of work and will aim to provide 2 weeks' notice where possible to allow provisions to be made). If you are required to work evenings/weekends this will be included in your hours and swapped for a scheduled day.
- HOME will provide safeguarding training to ensure you are equipped with the information required to work in these environments safely.
- HOME will complete a DBS check as part of your enrolment once appointed.

Additional duties

- Perform all tasks in line with HOME's commitment to providing the widest employee access
- Take part in working groups & training sessions as required
- Be an advocate and ambassador for HOME
- Uphold and follow values and GMAC policies, particularly those around diversity, environmental sustainability, positive work environment and sexual harassment, access, safeguarding, H&S & GDPR
- Keep up to date with financial, administrative and operational best practice
- Carry out duties as deemed appropriate by the Head of department
- Work evenings and weekends if required

This is not an exhaustive list of duties and HOME's management may, at any time, allocate other duties which are of a similar nature or level.

PERSON SPECIFICATION

Essential skills & experience

	Essential	Desirable
Attitude	• Enthusiasm for arts and creativity • Enthusiasm for working with young people • Willingness to learn and take direction from facilitators and staff • Reliability, punctuality, and good organisation skills • An interest in pursuing a future career in the arts or creative engagement.	• A proactive attitude with confidence to take initiative when appropriate
Experience	• Participation in youth arts programmes, school projects, or community arts activities. • Experience working collaboratively in group or creative settings such as workshops, projects, volunteering, or education.	• Experience supporting or assisting in workshops, sessions, or events • Experience working with children or young people in any setting.

Practical Skills	• Good verbal and written communication skills • Ability to follow instructions and support session leaders and facilitators • Confidence supporting participants during creative activities • Confident using Outlook, Word, Teams and Excel.	• Familiarity with evaluation or feedback methods
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HOW TO APPLY

The **deadline** to apply is **Wednesday 19th August 2026 at 5pm.**

Please note We review applications and reserve the right to close an advert early if we identify suitable candidates. To avoid disappointment, submit your application as soon as possible. If successful for the role following interview start date will be subject to our pre-employment checks which include receiving satisfactory employment references & right to work in the UK. **Due to the nature of this role, applicants must be aged 18 or over.**

Application format: submit by email an up-to-date CV together with a supporting statement of no more than 2 A4 pages. Alternatively, this can be provided as a short video/audio response no more than 10 minutes in length. Please ensure you provide examples of how you meet the essential criteria within the Person Specification and the main responsibilities for this role in your supporting statement. **All documents submitted as part of the application must be in .pdf, .doc, or .docx format.**

Please email your CV and supporting statement to recruitment@homemcr.org and complete the link here to the [Equal Opportunities Form](#). Please add the job reference number **396991** in the subject line.

We will interview candidates who meet the essential criteria in the person specification. Support is available at every stage of the process please email recruitment@homemcr.org if you have any questions related to support requirements.

Interviews will take place in person on **Wednesday 9th September 2026.** Interview questions will be shared in advance to allow you time to prepare. **Conditional offer subject to onboarding checks** will be made by **18th September 2026.** The **start date** for the position will be **Monday 28th September 2026.** This will allow time for us to collect references, right to work documents and complete a DBS check.

Support is available at every stage of the process please email recruitment@homemcr.org if you have any questions related to support requirements.

HOME strives to be an equal opportunity employer, committed to diversity and inclusion in the workplace.

Please note Due to the high volume of applications we are unable to respond to all applicants individually. If you have not heard from us before the interview date, unfortunately, you have not been shortlisted on this occasion. Regrettably, we are unable to provide feedback at the application stage for those not selected for interview.

Thank you for your interest in this post.



FUNDED BY



FOUNDING SUPPORTERS



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