

RECRUITMENT PACK

Creative Engagement Assistant Internship
September 2026



HOME

WELCOME

Thank you for your interest in the role of Fixed term 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	£27,976 per annum
Contract	Fixed Term 12 months - Full time (5 days p/w)
Hours of work	40 hours, including 1 hour paid lunch breaks Exact hours of work as required by the job, working evenings and weekends as appropriate. Overtime payments will not be made, however time off in lieu will be available to cover additional hours worked with your Line Manager's agreement.
Place of work	HOME's offices are at 2 Tony Wilson Place, M15 4FN Delivery also in schools and communities.
Holidays	25 days per annum plus statutory holidays (pro rata)
Other benefits	Employee Assistance Programme (EAP) Two complimentary cinema tickets One complimentary ticket for theatre performance, subject to availability Birthday day off Internal Mental Health First Aider team Full details on how to access all benefits provided on joining
Probationary period	3 months
Notice period	1 month during probationary period, 1 month thereafter

JOB DESCRIPTION

Purpose

The Creative Engagement Assistant Internship offers an exciting opportunity for an emerging creative to gain practical experience in arts engagement. Working alongside HOME's Creative Engagement team, the postholder will support the planning, administration and delivery of projects for young people, schools and communities.

The role will provide hands-on experience of a range of cross art-form programmes, including HOME Young Creatives, the Schools Linking Project and Home from HOME our community engagement programme. Working with experienced creative facilitators and artists, the intern will develop an understanding of engagement approaches, the impact of arts participation and the effective delivery of successful creative projects.

Through the internship, the postholder will build skills in project planning, administration, budgeting and programme delivery within a professional arts environment. They will also receive training in safeguarding and health and safety, while gaining valuable insight into a range of careers in the arts sector.

Thank you to The Austin and Hope Pilkington Trust for their support of this role.

Team **Creative Engagement**
Reports to **Engagement Manager**

Main duties

- Support the planning, administration and delivery of youth, schools and community arts engagement projects
- Support project participants – ensuring pastoral support and safeguarding best practice is implemented (training provided)
- Liaise with project leads to support the planning, set up and effective delivery of creative engagement projects and events
- Support event planning and delivery – working alongside the Creative Engagement team to deliver events including Creative Careers Week, Horizons and Little HOME festivals
- Oversee admin tasks including populating schedules, taking registers, monitoring session attendance and collating feedback for evaluation
- Gather session content to support reporting to funders and the effective communication and marketing of HOME's Creative Engagement work

About this internship

This is a funded internship opportunity for a non-graduate who has not had the opportunity to build a career in the arts through traditional routes.

We particularly welcome applications from non-graduates who have experienced barriers to accessing education, employment or opportunities in the arts. Including:

- Young carers or former young carers
- Care leavers
- people who are currently not in education, employment or training; and people whose personal circumstances or life experiences have made it more difficult to access opportunities in the arts.

These examples are not exhaustive. You do not need to disclose medical information or provide detailed personal experiences in your application. All applicants will be assessed fairly against the published eligibility and selection criteria.

- 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	• Interest in arts and creativity • Commitment to working with young people, schools and communities • Willingness to learn and take direction from facilitators and staff and to work as part of a team • 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 and strong interest in the arts – including youth arts programmes, school projects, or community projects • Experience working collaboratively in a group or creative setting 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 project leaders and creative facilitators • Confidence supporting participants during creative activities • Confident using Outlook, Word, Teams and Excel.	• Familiarity with evaluation or feedback methods

HOW TO APPLY

The **deadline** to apply is **Monday 9 November 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.

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 **566222** 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 **Tuesday 24 November 2026**. Some interview questions will be shared in advance to help prepare. **Conditional offer subject to onboarding checks** will be made by **Tuesday 1 December 2026**. The **start date** for the position will be **Monday 11 January 2027**. This will allow time for us to collect references, right to work documents and complete a DBS check.

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 vacancy.



FUNDED BY



FOUNDING SUPPORTERS



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