

# RECRUITMENT PACK

Artist Development Assistant  
December 2025



# HOME

# WELCOME

## Thank you for your interest in the role of Artist Development Assistant 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 favorites 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, art galleries, 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, 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 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
- 500m<sup>2</sup> 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, and event spaces.

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](mailto:recruitment@homemcr.org).

# OUR VISION & MISSION

## WHAT WE'RE HERE FOR

We're an open and social space for the curious from all of our communities, future artists and producers of work that is provocative, playful and contemporary, of Manchester and the world.

## WHERE WE WANT TO BE

We want to be central to making Manchester a major city celebrated for its distinctive art – art that enriches the lives and life chances of its people – and a magnet for artists and creatives from all over the UK.

## WHAT MAKES US TICK

● We are conscientious

● We are considerate

● We are collaborative

● We are creative

● We are curious

## STRATEGIC OBJECTIVES

We're here to share exciting, entertaining and thought-provoking stories with the people of our city and beyond

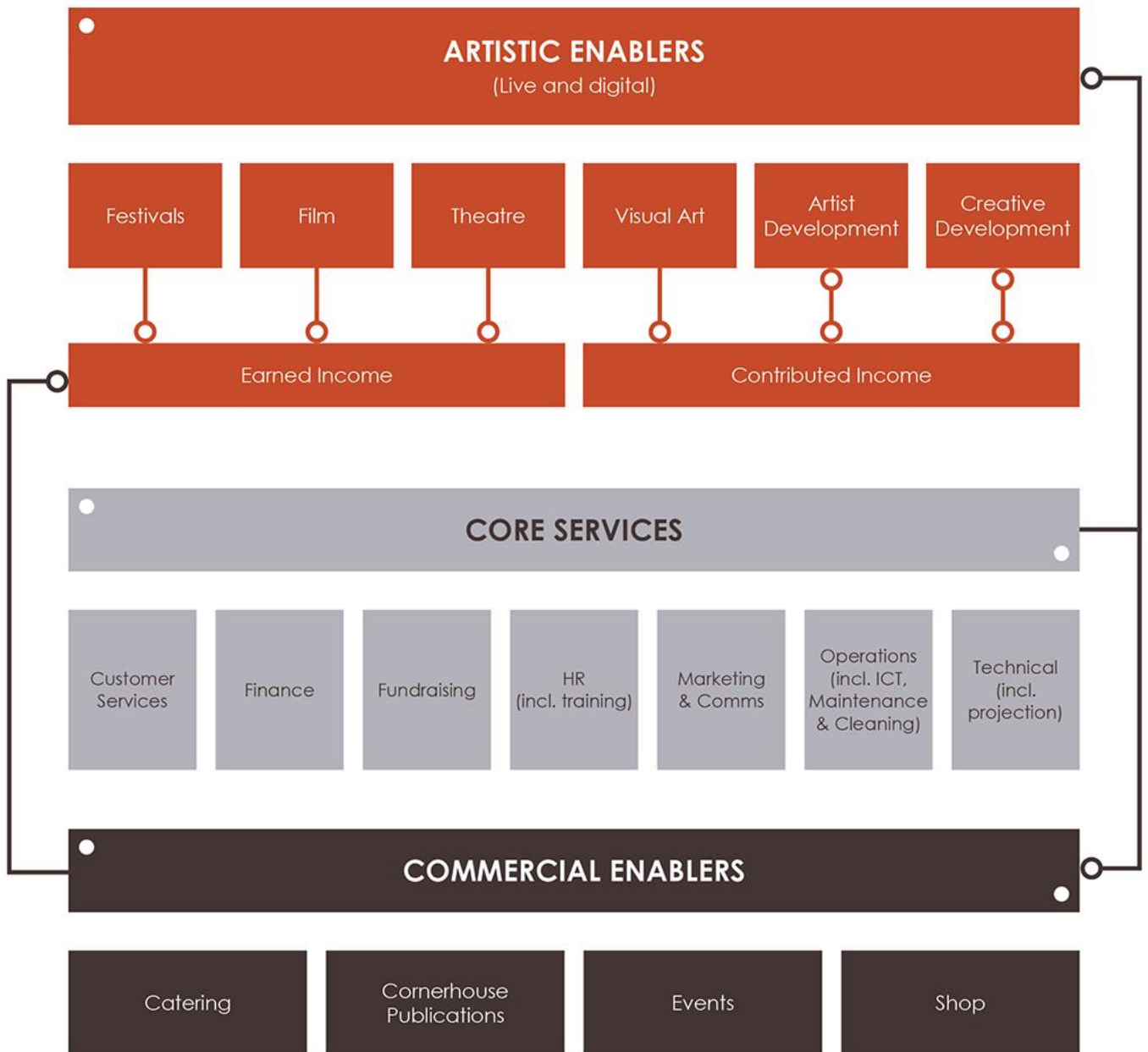
We're here to nurture creativity

We're here to develop and make our team feel valued

We're here to tackle inequality

We're here to protect the planet

# HOW WE WORK







## Equality at HOME

**HOME is an inclusive employer, and we are committed to championing anti-racism, equality and diversity through the way we work, and the work we make and present.**

We want our workforce to reflect on 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, Deaf, disabled applicants, individuals from lower socio-economic backgrounds, and people from the LGBTQIA+ community.

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



# THE ROLE

## **Job Context**

This role will provide support and administration to the Artist Development Team across several projects and programs, with a particular emphasis on the day-to-day running of HOME Arches.

## **Job Summary**

The Artist Development Assistant supports the effective delivery of events and opportunities for artists working across Theatre, Film and Visual Arts.

This role has a focus on the day-to-day coordination and administration of HOME Arches, a free, bespoke artist development hub designed to support artists across a variety of disciplines in Greater Manchester.

Working as part of the Artist Development Team, this role will help coordinate workshops, masterclasses, creative laboratories and networking opportunities for artists engaging with HOME.

Led by the Head of Artist Development, the Artist Development Assistant will support the implementation of booking systems and evaluation mechanisms across various programs and events.

# KEY INFORMATION

<b>Salary</b>	£26,208 per annum
<b>Contract</b>	Permanent
<b>Hours of work</b>	40 hours a week 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.
<b>Place of work</b>	HOME's offices are at 2 Tony Wilson Place, M15 4FN
<b>Holidays</b>	25 days per annum plus statutory holidays (pro rata)
<b>Pension</b>	GMAC Ltd operates a company pension scheme with a 3% company contribution, available to all staff
<b>Other benefits</b>	Discounted cinema and theatre tickets Employee Assistance Program Option to purchase additional holidays Cycle to work and Tech scheme
<b>Probationary period</b>	6 months
<b>Notice period</b>	2 months during probationary period, 2 months thereafter

# JOB DESCRIPTION

## Purpose

The Artist Development Assistant plays a key role in supporting the coordination and delivery of Artist Development programs, particularly HOME Arches.

**Team** Artist Development  
**Reports to** Head of Artist Development  
**Responsible for** Artists, Visitors, Practitioners and Participants

## Main duties

### Artist Development

- Regularly monitor the Artist Development inbox, respond to queries where appropriate, phone artists to confirm details and forward queries to the relevant staff member when needed.
- Support the delivery of training and engagement events, online and in person.
- Coordinate registrations, lead on logistical arrangements and liaise with participants.
- Assist with devising and implementing appropriate systems for monitoring, evaluating and reporting all aspects of the work.
- Support the reporting on Artist Development activity.
- Contribute to analysis and findings from evaluation to identify key trends, outcomes, and recommendations for future development.

### HOME Arches

- Liaise with artists, confirming details and following up on requirements.
- Compile artist feedback as required to support ongoing learning and evaluation.
- Capture and organise relevant information submitted by artists via surveys, including any photographs or documentation for reporting and archival purposes.
- Support the management and filing of risk assessments, liaising with the appropriate staff member.
- Communicate with the team to ensure each space is prepared in line with artist requirements, based on information provided at the point of booking.
- Welcome artists when they arrive in the space, leading inductions.



- Work closely with the Arches Technician and Visitor Experience to ensure all inductions are covered
- Monitor and update the internal booking system regularly, ensuring availability is accurately reflected and the confirmation sheet is kept up to date.
- Manage potential cancellations by reallocating the space where possible, in conversation with the team.
- Contribute to making sure all related documents for HOME Arches and processes are kept up to date. This includes contributing to the ongoing improvement of processes, for example helping to refine the format of the risk assessment form or other administrative tools as required.
- Support additional events in the HOME Arches where possible.

## **Additional duties**

- Promote and embed equality and diversity and inclusion as an integral aspect of working for HOME leading by example
- Be an advocate and ambassador for HOME
- Support the effective management of health and safety arrangements of staff, contractors and audiences/customers
- Carry out any other duties which are consistent or commensurate with the role and or as directed by the Line Manager
- Take part in working groups & training sessions as required
- Keep up to date with financial, administrative and operational best practice
- Work evenings and weekends if required
- Undertake travel 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

Criteria	Essential	Desirable
<b>Experience Skills &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>• Project administration and coordination experience</li> <li>• Strong communication skills, friendly and enthusiastic attitude</li> <li>• Excellent organizational and administrative skills</li> <li>• Experience of compiling evaluation material and writing reports</li> <li>• Strong IT skills with experience in using Microsoft Word, Forms, Excel, PowerPoint, Outlook &amp; Teams</li> <li>• Proven proactive approach to managing competing priorities with flexibility to adapt to changing demands</li> <li>• Demonstrable resilience &amp; adaptability in a fast-paced, dynamic work environment</li> <li>• Experience of working independently &amp; part of a team</li> </ul>	<p>Experience of using booking and/or ticketing systems</p> <p>Experience of managing selection processes</p> <p>Experience of working with artists</p> <p>Knowledge &amp; understanding of one of the three following artforms: Visual Arts, Film, Theatre</p>

# HOW TO APPLY

**The deadline for applications is – Friday 9<sup>th</sup> January 2026 at 12 noon.**

**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.

Please email your CV and supporting statement to [recruitment@homemcr.org](mailto:recruitment@homemcr.org) and complete the link here to the [Equal Opportunities Form](#). Please add the job reference number **405722** 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](mailto:recruitment@homemcr.org) if you have any questions related to support requirements.

**Interviews will take place in person on Friday 16<sup>th</sup> Jan 2026**

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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