Administrative Assistant Recruitment Pack

Vivid Roots Collective.
Funded by the National Lottery via Creative Scotland.

LOTTERY FUNDED

Application Support

If you require this document in another format, if you would like to talk to a member of the team about your application before submitting, or if you need any other support, please email laura@vividrootscollective.co.uk

Application Overview

This year, we have made a big change to how we produce work. We have stepped away from the festival model and are delivering year-long programme of work for the first time. Our entire programme is designed to up-skill theatre makers in and beyond the Highlands, and support local artists to showcase and develop their work. This includes workshops, scratch nights, residencies, and a revamp of Roots Collective (formerly Budding Collective), all of which are being delivered across the region.

To support our continued development as an organisation, we are recruiting a part-time admin assistant on a 6-month contract. This role is designed for a recent graduate (graduated in the last 3 years), who has a high level of organisation, and can clearly demonstrate an interest in pursuing a career in theatre. The role will be supported through our artist development framework – we will work with the successful candidate to identify professional and creative development opportunities which will support their practice.

Fee

£27,801 salary – £5,560.20 pro rata

6 month contract, part time (1 day per week) (including approx 3 days holiday)

This looks like: £463.50 per month before deductions (pension, tax, and national insurance)

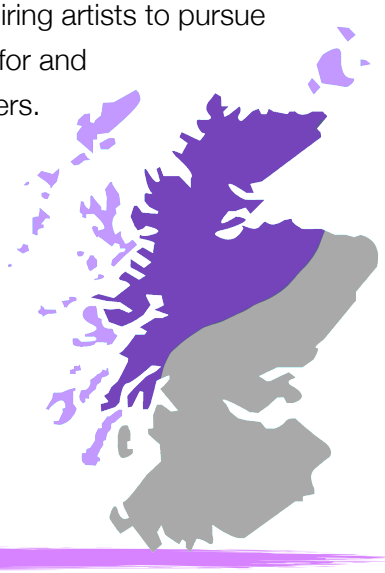
Vivid Roots contributes 3% to your pension

Dates

Online Q&A	6pm Tuesday 3rd November **sign up here**
Application Deadline	9am Monday 30th November 2026
Interviews Contract	Tuesday 8th December (morning, afternoon and evening slots)
Period	January - June 2027

About the Company

Vivid Roots Collective is a Highland theatre company and charity inspiring artists to pursue theatre careers from the region; we create professional opportunities for and support the creative development of local and emerging theatre-makers.



The Vivid Roots Team

Laura Valerie Walker | CEO & Producer
laura@vividrootscollective.co.uk

Sophie Wink | Creative Learning Officer
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Pauline Krawehl | Marketing Officer
pauline@vividrootscollective.co.uk

About the Role

This opportunity is designed for a recent graduate and emerging theatre-maker who is committed to pursuing a career in the industry. The role will provide insights into the internal operations of a small theatre company with a focus on artist development.

The admin assistant will be responsible for:

- Transcribing interviews for our upcoming research project
- Supporting the re-organisation of the company's digital filing
- Filing and organising company photographs and videos
- Other duties which will support the candidates professional development; which may look like:
  - Marketing admin (e.g. design and prepare social media content, sharing opportunities)
  - Administrative producing (e.g. liaising with artists on projects, booking venues or travel, supporting future recruitment)
  - Attending board meetings, and training relevant to their development

The admin assistant should have the following skills:

- A high level of organisation
- An understanding and practical awareness of discretion
- Strong communication skills; especially confidence asking for support
- The ability to work productively in a remote-working environment

The company will work with the successful candidate to identify opportunities for professional and creative development which are relevant to their goals. This may include work experience in other aspects of the company, attending company events and projects, training, and connecting with other organisations.

How to Apply

Essential Criteria

Applicants must:

- ★ Be over the age of 18
- ★ Have capacity for 1 day per week during the engagement period
- ★ Demonstrate an interest in pursuing a career in theatre
- ★ Have graduated in the last 3 years (2026, 2025, or 2024)

Current full-time students are not eligible for this opportunity.

Decision-Making Criteria

When we are making decisions, we will be considering applicants who best meet the following criteria:

- ★ The applicant can describe how their previous experience is relevant to this role
- ★ The applicant demonstrates an interest in pursuing a career in theatre
- ★ The applicant can clearly describe how this role will support their professional development goals
- ★ Preference will be given to artists in the Highlands (though artists across Scotland are welcome to apply due to the remote-working context)

How to Apply

Please read the information pack in full before applying.

To apply, you should provide a CV (via email or attached to the application form) and one of the following:

- ★ Fill out the application form where we will ask for basic contact information and questions related to the essential and decision-making criteria
- ★ A note of interest which covers all of the essential and decision-making criteria
- ★ A video or audio application

For a note of interest, or video/audio application, you can submit these using the online form, or you can submit them via link in an email.

If writing a standard CV is a barrier to your application, please consider a verbal CV which you can submit as an audio or video recording. In a verbal CV, please tell us as briefly as possible about your previous work experience and most recent/relevant education. You can submit this using the online form or via link in an email.

If you choose to apply via email, please ensure you include your postcode.

Links

Application form

Apply via email

We look forward to receiving your application.