

Heritage Engagement Assistant

Reports to: Heritage Engagement Manager

Direct Reports: None

Capital Theatres – Who We Are

Capital Theatres is Scotland's largest theatre charity. We manage the Festival Theatre, King's Theatre and Studio Theatre in Edinburgh. Over the last four years we have undertaken a major capital development project to make the King's Theatre fit for today's productions, audiences and communities. As part of this we are delivering an extensive heritage engagement programme that explores and celebrates the heritage of the King's and shares the stories that have unfolded in and around this historic building. We are now looking for an enthusiastic and energetic Heritage Engagement Assistant to join our team for the next year as we prepare to open the doors to the King's Theatre next summer.

Our Vision

To share extraordinary live experiences with everyone.

Our Mission

To build a sense of belonging across our theatres by enriching lives through creative programmes and strong partnerships.

Our Values

We care – People-centered, thoughtful and welcoming.

We share – Inclusive, collaborative and focused on widening access.

We dare – Ambitious and confident in facing challenges.

Together we deliver – Professional, energetic and committed to delivering high-quality experiences.

Purpose of the role

This role sits within Capital Theatres' Creative Engagement team and supports the delivery of heritage activity connected to the redevelopment and reopening of the King's Theatre. It is a paid, early-career placement running for 12 months for three days per week. It is supported by the National Lottery Heritage Fund to support people currently under-represented in arts and heritage roles. You will contribute to activity across the Heritage Engagement programme, particularly work that helps local communities explore their connections with the King's Theatre.

You will help deliver a programme that:

- Welcomes new and returning audiences to the King's Theatre
- Reveals and interprets the theatre's heritage for a wide range of communities
- Expands the reach and visibility of Capital Theatres' creative engagement work

Festival Theatre King's Theatre Studio Theatre

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Registered Scottish Charity No. SC018605 Registered in Scotland No. 134619 VAT Registration No. 593 0026 55

Main Duties and Responsibilities

Supported by the wider Heritage Engagement team and staff across Capital Theatres, you will:

- Support the coordination of the heritage volunteer programme, including recruitment, communication, creating rotas and general administration
- Help schedule and organise training for volunteers with internal and external partners
- Research and prepare material for tours, talks and public events
- Deliver talks and tours and supporting volunteers to develop confidence and skills
- Contribute to marketing campaigns including print, online and social media elements
- Support the ongoing development of [The People's Archive](#) and our online heritage resources
- Provide administrative support for events, workshops and wider heritage activity
- Contribute to evaluation by gathering and organising feedback
- Support other areas of the Creative Engagement programme when required

We are committed to supporting your development throughout the year. This will include both structured training and gaining practical, hands-on experience as you grow in the role, along with a bespoke package of support tailored to your longer-term career aspirations. This will include:

- Formal training around oral history interviewing and transcription, basic conservation, cataloguing and archiving of heritage materials
- Best practice guidance on working with communities, young people and vulnerable adults including safeguarding and Protecting Vulnerable Groups (PVG) clearance
- Public speaking skills including tour guide training and presentation skills
- Administrative and project management skills and IT training across Microsoft Word, Excel, Outlook and Sharepoint.

We will support your training and travel costs where these go beyond the daily commute. We are also committed to meeting any additional access costs you might have, as well as making adjustments and adaptations to the role where these are required.

Person Specification

Essential Experience

- Experience organizing or supporting events or activities in any setting – including school, college, community groups, youth clubs, places of worship, or neighbourhood events
- Experience of speaking to groups in any context
- Interest in volunteering and supporting skills development in others
- Interest in theatre, heritage or cultural engagement
- Awareness of, or a willingness to learn about, Edinburgh's communities

Desirable Experience

- Experience in tour guiding or visitor experience
- Experience supporting creative or community engagement activity
- Experience working with a range of communities
- Experience using marketing or social media

Essential Skills and Abilities

- Strong communication skills and the ability to build positive relationships
- Enthusiasm and willingness to learn in a team environment
- Reliability, organisation and good time-management
- Ability to adapt to changing plans and working flexibly
- Ability to recognise strengths in volunteers and support their development
- Creative thinking and problem solving
- Ability to work independently and as part of a wider team
- Some knowledge of Microsoft Office, including Outlook, Word and Excel

Knowledge, Attitude and Behaviours

- Strong interest in Capital Theatres and the performing arts
- A thoughtful approach to working with diverse groups
- Willingness to work flexibly, including evenings and weekends when needed
- Commitment to equality, inclusion and diversity
- Interest in working with volunteers
- PVG registered or willing to register

Backgrounds and Personal Experiences

We are committed to equality, inclusion and diversity, and aim to create a workforce which reflects the communities we serve in the City of Edinburgh and beyond. We actively welcome applications from people of all backgrounds, identities, and lived experiences, and will make reasonable adjustments throughout recruitment, training and employment to ensure equitable opportunity. If you require this job description in another format, or need adjustments to apply or interview, please contact us. We will ensure you have the support and information needed to participate fully.

Main Terms and Conditions of Employment

Tenure	Fixed-term contract for 1 year, dates tbc
Reporting to	Heritage Engagement Manager
Salary	£16,330 for 3 days per week (equivalent to £27,216 if this was a full time role)
Hours	24 hours per week. We don't offer overtime but can arrange time off in lieu. Most of your work will take place during our core hours of 10am – 6pm but there will be some evening and weekend work required at times. We will discuss this with you in advance so you can plan around any other work or caring responsibilities.
Annual leave	22 days per year (including Scottish public holidays). Leave year runs 1 April–31 March.
Notice period	1 month
Pension	Auto-enrolment scheme with 8% employer and 4% employee contributions after successful probationary period. Optional additional contributions available.
Place of work	Festival Theatre and King's Theatre, Edinburgh, with some additional travel and occasional work from home. We will agree working patterns with you once the role has been offered, taking into account both our needs and any other responsibilities you may have.
Additional Benefits	Life assurance (3x salary), free/discounted tickets, Capital Theatres Friends Membership, 20% café discount.