



## Trainee Creative Producer for Start Thurrock

### Recruitment Pack

Closing date:  
**10am, Tuesday 7<sup>th</sup>  
April 2026**



**Contract:** Self-Employed, 6-months (May to October 2026)

**Fee:** £135 per day / 40 days

**Location:** Start Thurrock office at the Thameside Complex in Grays, Essex plus outreach work as needed. Hybrid remote working will also be possible.

**Host Organisation:** Tilbury on the Thames Trust – Lead Organisation for Start Thurrock

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Supported using public funding by  
**ARTS COUNCIL  
ENGLAND**



 [thurrock.gov.uk](http://thurrock.gov.uk)



**CREATIVE  
ESTUARY**



## **Part 1: About this opportunity**

Start Thurrock is a Creative People and Places programme based in Thurrock, Essex and funded by Arts Council England. We work with local people, artists and cultural organisations to produce creative projects that reflect the voices, stories, and ambitions of our community.

Our projects have included outdoor events, theatre shows, art workshops, music performances and spray can art murals to name a few. The projects we've produced have happened in parks, theatres, empty shops, village halls and Lakeside Shopping Centre.

By producing brilliant projects that take place in all kinds of places and spaces, means more people in Thurrock get to experience the very best of creative activity on their doorstep.



Start Thurrock, with funding from Creative Estuary, is pleased to offer a paid opportunity for someone looking to get into creative producing to join our team for 6 months and develop their skills and experience through on-the-job learning, mentoring and assisting our team on events and projects. This professional traineeship is open to people aged 18 and over and includes mini-work placements and the chance to produce a creative project, in a supportive and inclusive environment.

For more information about our work including films and case studies visit [www.startthurrock.org](http://www.startthurrock.org)





## **Part 2: Who should apply**

This role is ideal for someone at the beginning of their career in the creative sector, someone looking to change careers, or someone returning to work after a break.

Applicants do not need formal qualifications or to have worked in the creative sector before. The role would suit someone who has worked or volunteered in a different setting or sector and brings transferable skills. Examples include organising a workplace charity event, a product launch, or an event in your local community. If you're not sure, get in touch with us for a chat.

We believe that arts, culture and creativity should be open, welcoming, and relevant to everyone, and we are committed to supporting people who may not see themselves represented in the arts and cultural sector.

## **Part 3: What we offer**

- Hands-on training and mentoring from experienced staff
- Opportunities to work closely with artists and creative professionals
- A supportive and inclusive working environment
- Flexible working where possible
- Travel expenses covered for work-related activity
- The chance to build confidence, skills, and experience





## Structure of the Trainee programme

The number of days allocated to this role will be delivered flexibly over a 6-month period. Contact time, in person, is 1 day per week minimum but may increase to 1.5 – 2 days per week in busier periods over the summer months.

The programme in place to support the Trainee Creative Producer includes:

- Hands-on experience supporting the Start Thurrock summer delivery programme
- 4 training days with industry professionals
- Job shadowing and mini-work placements with Thurrock-based creative organisations
- Time and support for the Trainee Creative Producer to plan and deliver a mini project
- Local networking
- 'Go and See' trip to extend learning
- Structured reflection and evaluation
- Dedicated mentor to support you through the whole period





## **Part 4: Role Summary**

The Trainee Creative Producer will learn how creative projects are planned and delivered by supporting our team with projects and events, in outdoor venues and community spaces. The traineeship is designed to provide hands-on experience across all aspects of arts producing, including artist liaison, scheduling, budgeting, marketing coordination, project delivery and project evaluation.

### **Programme & Project Support**

- Help with the planning and delivery of creative projects and events
- Support artists and creative teams with logistics, schedules, and practical arrangements

### **Administration & Coordination**

- Help with everyday admin such as emails and basic spreadsheets
- Learn about budgets, contracts, and health and safety

### **Event & Production Support**

- Assist with venue preparation
- Support front-of-house and artist hospitality during events
- Learn about keeping people safe at events

### **Marketing & Evaluation**

- Support marketing activity by providing copy and images
- Learn about project evaluation

### **Professional Development**

- Take part in training, mentoring, and shadowing opportunities
- Actively reflect on learning and contribute to team meetings





| Skills, Experience and Personal Qualities                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                    |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Essential                                                                                                                                                                                                                                                                                                                                                                                                              | Desirable                                                                                                                                                                                                                                                                                                          |
| <ul style="list-style-type: none"> <li>• Strong interest in community and the power of arts, culture and creativity</li> <li>• Organised, reliable, and keen to learn</li> <li>• Good written and verbal communication skills</li> <li>• Ability to work collaboratively as part of a team</li> <li>• Willingness to work evenings and weekends when required</li> <li>• Basic IT skills (Microsoft Office)</li> </ul> | <ul style="list-style-type: none"> <li>• Some experience (paid or voluntary) in the arts, events, or production</li> <li>• An interest in a particular art form (theatre, music, visual arts, dance, creative digital, etc.)</li> <li>• Understanding of equality, diversity, and inclusion in the arts</li> </ul> |

## Part 5: Recruitment Process

To apply, please complete our online application form:

[Start Thurrock Trainee Creative Producer Application Form](#)

We operate a fair and equitable recruitment process including anonymised shortlisting

If you require any adjustments to the application process, please contact [info@startthurrock.org](mailto:info@startthurrock.org)

For an informal discussion about this role, please contact [info@startthurrock.org](mailto:info@startthurrock.org)

**Closing date for applications:** 10am, Tuesday 7<sup>th</sup> April 2026

Shortlisted applicants will be contacted by **Thursday 9<sup>th</sup> April 2026** and invited to interview.

Interviews will take place in-person on **Tuesday 14<sup>th</sup>** and **Thursday 16<sup>th</sup> April 2026** at the Thameside Complex, Grays, RM17 5DX

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