



Job Title: Assistant Set and Prop Maker

*Unpuzzled Theatre Company is looking for a young person aged 18–25 to be an Assistant Set and Prop Maker on *Revolt!*, a new intergenerational show—no experience necessary.*

Hours	8 - 12 hours per week
Wage	National Living Wage of £12.21 per hour
Location	Basildon
Contract Type	Freelance fixed term 1st June - 6th July
Application Deadline	Wednesday 7th May at 12 noon.
Interview Date	Week commencing 12th May 2025

The Organisation:

Unpuzzled Theatre Company C.I.C. is a community-focused theatre company dedicated to creating bold, inclusive, and participatory work. We bring together people of all ages and backgrounds to tell powerful stories, focusing on social justice, local history, and collective creativity.

The Project:

Revolt! is a new intergenerational, participatory theatre project inspired by the events of the 1300s, focusing on Wat Tyler and the Peasants' Revolt. Open to people of all ages, this project invites anyone interested in exploring any aspect of theatre—whether it's acting, set building, tech support, or more. Together, we'll build this production from the ground up, leading to a live performance on Saturday 5th July 2025.

The Role

Unpuzzled Theatre Company is seeking a passionate and creative Assistant Set and Prop Maker to join our team for *Revolt!*, an exciting new participatory intergenerational theatre production inspired by the historic uprising of Wat Tyler and the Peasants' Revolt. Working closely with our Set and Prop team - led by Steve Lawes and Claire Brookes - the Assistant Set and Prop Maker will play a key role in shaping the aesthetic of this bold, collaborative project that brings communities together through dynamic storytelling and performance.

The Unpuzzled set and prop team will be supporting, mentoring and giving any required training to Assistant Set and Prop Maker. The role will be based in Basildon, primarily at rehearsal and making sessions (dates, times and location TBC). Working hours are dependent on the rehearsal and performance schedule of the project

This role is freelance and you will be responsible for paying your own taxes. If this is your first freelance role, we will be able to offer some support with this.



This role is funded and supported by Creative Estuary. [Creative Estuary](#) has a vision to forge a new future founded on creative energy and innovation, along the length of the Thames Estuary.

Key Responsibilities

The post holder will be undertaking the following duties:

Set Building Support

- Shadow and assist the Set and Prop Lead Designers/Builders throughout the project
- Help design, build, paint, and adapt set pieces and props as directed
- Support with sourcing, collecting, and organising materials (including reused or recycled items)
- Help set up and take down set and props during rehearsals and performances
- Follow safety guidance when using tools and equipment (training provided)
- Assist in keeping the workshop and storage areas tidy and organised

Admin and Communication

- Attend production check-ins and meetings as needed
- Keep notes on design ideas, materials lists, and progress updates
- Help communicate plans and updates between the design team and the wider production team
- Assist with scheduling or coordinating sessions related to set/prop making

Facilitating Work with Community Members

- Work respectfully and supportively with people of all ages and abilities
- Encourage and guide community participants in creative tasks such as painting or building
- Help create a welcoming, inclusive atmosphere in workshops and build sessions
- Be a friendly, approachable presence for anyone engaging with the design process

Tech Support for the Production

- Assist with moving, assembling, or striking set pieces during rehearsals and performance



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- Support backstage activity during the final performance, if needed
- Help ensure props and set pieces are performance-ready and safely stored/transported



Person Specification: The following Person Specification is a guide only. You do not need any formal qualifications or to meet every criteria to apply. We welcome applications from people who can demonstrate transferable skills and enthusiasm for theatre, history and visual arts.

Skills	Attributes
<ul style="list-style-type: none"> ● Creative and/or design skills – such as drawing, crafting, painting, or model-making ● Basic construction and making skills – including cutting, measuring, and assembling materials ● Some experience using tools – e.g. saws, drills, glue guns, paintbrushes (training can be given) ● Good literacy – able to follow written instructions, safety guidance, and design notes ● Basic budgeting or sourcing skills – helpful when managing materials or finding reused items ● Problem-solving abilities – thinking creatively to make props and sets functional, safe, and visually strong ● Ability to follow design briefs – supporting the lead designer and adapting designs for the stage ● Working to deadlines – helping ensure sets and props are ready for rehearsals and performances 	<ul style="list-style-type: none"> ● Excellent communication skills – able to work closely with the team and community members of all ages ● Team player – supportive, respectful, and open to feedback and collaboration ● Patient and approachable – especially when helping or guiding others with less experience ● Positive and proactive – keen to get involved, try new things, and tackle creative challenges ● Organised and reliable – able to manage time and tasks effectively during the production process ● Interest in theatre – particularly in community-led or collaborative productions ● Interest in local history – especially if inspired by historical stories like the Peasants’ Revolt ● Flexible and adaptable – able to adjust to changes in design or materials when needed

Eligibility

Due to the criteria of the funding of this position, to be eligible to apply for this role you must be:

- Aged between 18 and 25 at the time of appointment



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- Currently residing in one of the following districts of South Essex or North Kent: Basildon, Canterbury, Castle Point, Dartford, Gravesham, Medway, Southend, Swale, Thanet or Thurrock.

How to apply

To apply please put together the following:

- A written CV listing your education and any paid or voluntary work experience you have
- Either a written covering letter or a video/audio recording telling us why you would be good for this role and how you meet some or all of the criteria outlined above.

Then please email both of these to victoria@unpuzzledtheatre.com