



24th November 2015

Dear Applicant

Thank you for your interest in the Everyman and Playhouse Theatres.

Please find enclosed an application pack, which provides the following information:

- Background
- Job Description and Person Specification
- Staff Structure
- Equal Opportunities Policy
- Monitoring Form
- Application Form

This is a fixed term contract from January 2016 until the 16th July 2016, during a period of transition and development in the department.

The deadline for applications is **Monday 7th December 2015 at 10.00am.**

Applications received after this deadline will **not** be considered.

Please apply in writing, using the application form enclosed, stating why you are interested in the post and detailing what skills and experience you would bring to it.

You should also submit the names of two referees, one of whom should be your current or most recent employer, indicating at what stage of the application process they may be approached.

Please note that only applications submitted on an application form will be considered, and we will not accept applications by CV.

Applications should be sent electronically to:

recruitment@everymanplayhouse.com

Please include the job reference: MTT in the subject line, and a contact telephone number in the main body of the message.

Completed applications may also be returned to:

Recruitment - Ref: MTT

Liverpool Everyman and Playhouse
Everyman Theatre
5-11 Hope Street
Liverpool L1 9BH

All applicants will be advised on the outcome of their application in writing.

Interviews will be held in Liverpool during the week commencing 14th December 2015.

I look forward to receiving your application.

Yours faithfully

Victoria Adlard
Administrator

5-11 Hope Street
Liverpool L1 9BH

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+44 (0)151 709 4776

www.everymanplayhouse.com

info@everymanplayhouse.com

Artistic Director
Gemma Bodinetz

Executive Director
Deborah Aydon



Liverpool's Everyman and Playhouse Theatres

The E&P

The E&P is a local artistic force with national significance and an international reputation. Our two theatres are united by our passion for our art-form, our love of our city and our unswerving belief that theatre at its best can transform lives.

Our goal is to produce brilliant, humane, forward-thinking theatre that responds to its time and place: theatre that is relevant and extraordinary, with the widest possible embrace. To reflect the aspirations and concerns of our audiences, dazzle and inspire them, nurture the artists within them and, by being leaders in our field, engender civic pride.

The Theatres

The opening of the new Everyman last year propelled us into a new and exciting era. The new theatre opened up many possibilities for artistic development and experience; for participation and involvement, and for building our relationship with a wide range of audiences.

With the two theatres now reunited, there is an opportunity for the programme at each venue to complement the other in new ways, and across the two very different theatres – one a 400-seat thrust, the other a 670-seat proscenium – for us to produce and present the richest range of work for the widest audience.

The reopening of the Playhouse Studio in 2011 enabled us to produce and present new plays in a new way, and to foster artistic collaboration and discovery across disciplines. Our vision for the Studio is as a creative crucible, nurturing artists and projects and feeding the programme in all three spaces.

Alongside the Everyman capital appeal, we have raised a £500,000 Talent Fund, for investment in new work and new artists in the years ahead. This has been crystallised as the Ignition programme, which will dare artists to work in new ways, generate big ideas, develop the core programme – particularly musicals and work for children and families - and enable us to widen our artistic stable to encompass artists from other disciplines and those emerging from the local artistic ferment and from YEP.

YEP (Young Everyman/Playhouse) is an exceptionally vibrant youth programme, with over 1,200 members and strands encompassing Young Actors, Writers, Technicians, Directors, Producers and Communicators. Since its launch in 2012 it has become a national exemplar in terms of artistic ambition, practical training and social impact and it has placed young people absolutely at the heart of everything we do.

We have profound relationships in the communities of Merseyside, nurtured through an extensive and innovative outreach and education programme, and believe passionately that the creation, delivery and experience of the highest quality theatre must be open to all.

Liverpool is an exceptionally creative city, punching well above its weight in a number of artforms, and with an engaged, vocal, informed and intelligent audience. It has become one of the leading visitor destinations in the country and has a strong leadership which is committed to culture as a

driver of the city's future success. There are very strong relationships both within the arts and across sectors. At the same time, Liverpool has areas of profound deprivation with associated social consequences. It is this mix of potential and need which drives our passion to involve, nurture and serve all members of our community by creating extraordinary theatre experiences.

The Future

We intend to build on the exceptional track record of the past ten years, seize the possibilities we have created, and build a dazzling future for these theatres, their artists and their audiences.

We will develop our stable of artists both locally and nationally, to enrich our programme, develop our artform and involve our community. We will create new forms of dialogue to strengthen our leading role in the theatre ecology both locally and nationally and to reflect and respond to our time and place.

Collaboration and co-production are central to our philosophy, as well as a pragmatic necessity. We will build our relationships locally, nationally and internationally to make our resources go further and to support artistic and audience development of the in-house and visiting programmes in all three spaces.

Building on our established programme of new play development and production (which has generated 38 world premieres in 10 years), programme and artist development will broaden and deepen. The Ignition programme will enhance diversity of both practice and practitioners; the Studio will become a hub for discovery and experimentation, and YEP will nurture the next generation of artists and theatre practitioners.

We will build on previous successful tours and transfers, to ensure that our work and our artists achieve national and international reach, that our productions generate income to feed back into the production and development programmes, and that our theatres play an important role in the national theatre ecology.

The Operations Department

The Operations team, led by the Theatres Manager, is committed to satisfying the needs and expectations of customers, staff and visitors to the organisation.

All front of house team members aim to:

- Provide a high standard of customer care.
- Facilitate an effective communication system to ensure the smooth running of the organisation.
- Ensure licensing legislation is upheld across the theatre sites.
- Develop opportunities to increase earned income throughout the front of house operation.
- Contribute to the successful running of the buildings operation.

The successful applicant will join the team to support the department during the busy autumn and Christmas seasons.

For more information please visit www.everymanplayhouse.com



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



Thanks to the City of Liverpool for its financial support

MAINTENANCE TECHNICIAN (36 hours)

Liverpool Everyman and Playhouse



This is a fixed term contract from January 2016 – 16th July 2016

JOB DESCRIPTION

Key Responsibilities

The Maintenance Technician is responsible to the Maintenance Manager for the general day to day and longer term maintenance of the company's buildings and premises (the Everyman and Playhouse, and storage facilities). The Technician will support the Maintenance Manager in ensuring that the buildings and premises comply with Health & Safety and all other relevant legislation; the conditions of the theatres' licences are upheld and that the health, safety and comfort of staff and visitors to the theatres are maintained at the highest standard.

Key Tasks:

- To assist the Maintenance Manager and Cleaning Team to keep premises safe, clean, and operating effectively.
- To ensure all required checks are undertaken and records maintained for all systems as required by law and for the safe operation of the Everyman and Playhouse, including but not limited to fire detection, fire and security alarms, secondary lighting, voice evacuation, water services (legionella etc.), lifts, fire fighting equipment etc. and the same in so far as LMTT is responsible at store.
- To monitor, check and maintain the Everyman and Playhouse fabric, services and decoration and the same in so far as LMTT is responsible at the store.
- To ensure the exteriors of the Everyman and Playhouse are clean, presentable, graffiti and fly poster free.
- To program systems to ensure heating, ventilation and exterior lighting meet the requirements of the working buildings.
- To make repairs and perform regular checks of all areas, such as auditorium seating and undertake general light bulb replacement rounds, as required in consultation with the Maintenance Manager.
- To assist the Maintenance Manager monitor and maintain stocks of essential spare parts for routine maintenance of the buildings, fixtures, fittings and equipment, including lamps, fuses etc
- To act as a key holder for the Everyman and Playhouse, and unlock or secure the buildings as and when required to do so, within your working hours.
- As instructed by the Maintenance Manager to manage outside contractors, ensuring work is completed, records maintained and safety standards met.
- To ensure that the exterior of the buildings are cleaned to a high standard, with particular reference to the loading bay area and bin stores.
- To be responsible for internal cleaning that requires the use of access equipment, for example internal vents and ceiling lights.
- To assist the Maintenance Manager maintain waste disposal and recycling processes
- To assist in receiving deliveries, goods and services as necessary.
- To support events in the Everyman and Playhouse by assisting with the installation of displays, Christmas lights, temporary décor and returning the buildings to their usual décor following the event.
- To cover the Maintenance Manager's holidays and sickness as required in liaison with the Theatres Manager.
- To carry out any other general duties as required by the Maintenance Manager.

MAIN TERMS AND CONDITIONS OF EMPLOYMENT

Salary:	£15,458.56 per annum (payable monthly in arrears) If called out as a key holder a payment of £20 will be made in addition to hours in attendance on site at single time rate Monday – Saturday and double time on Sunday. Up to £50 will be paid for PPE and work clothes on production of receipts during the contract period.
Reporting to:	The Maintenance Manager
Hours:	36 hours per week, usually worked over 4.5 days, between 08:00 – 17:00, Monday – Saturday, with an unpaid lunch break of up to one hour. Time off in lieu will be given for hours worked in excess of 36 per week by agreement in advance with the Maintenance Manager. If required to work on Sunday by the Maintenance Manager or Building Development Director hours worked will be paid at double time.
Tenure:	This is a fixed term contract from 4 th January 2016 – 16 th July 2016 to support the Operations team during a period of transition and development. The contract is subject to probationary period of one month.
Annual Leave:	Twenty eight days per annum (January – December), pro rata to include up to eight statutory English Bank Holidays
Notice Period:	During probation period, one week from either party, one month thereafter.
Pension:	The Company operates an auto-enrolment pension scheme. Your employment is not contracted out of SERPS (the State Earnings Related Pension Scheme).

PERSON SPECIFICATION

Essential

- The ability to make general repairs including basic plumbing, decorating and joinery.
- An ability to identify and fix minor faults on appliances.
- The ability to work with minimum supervision within agreed parameters.
- A good awareness of health and safety law and current issues.
- Good verbal communication skills.
- The ability to maintain accurate records
- The ability to work additional hours, with notice, as required.
- Experience of working in a public building

Desirable

- Previous experience of working with a building management software system.
- The ability to use Microsoft Office including Outlook
- An accredited electrician qualification.
- An interest in theatre
- Membership of recognised building trades
- Proof of completion of Working at Height and Manual Handling training



APPLICATION FORM

The first three pages of this form will be removed by the Human Resources Department and will not be seen by those short listing.

Please do not put your name on any other pages.

Position Applied For

Job Reference

Candidate Reference
(office use only)

PERSONAL DETAILS

Surname

Forename(s)

Address

Telephone

Mobile

Postcode

Email

If you supply an email address then we will assume that all written correspondence will be conducted via email.

Do you have the legal right to work in the UK?

(We will require evidence of the right to work in the UK prior to commencement of employment)

DECLARATION

The information I shall provide on this form, is accurate and I understand that the Liverpool & Merseyside Theatres Trust Ltd may terminate my employment, without notice, should I knowingly mislead during the recruitment process.

Data Protection: I agree to the Liverpool & Merseyside Theatres Trust Ltd using the personal data contained in this form, or information which may be obtained from me or other sources, for the purpose of dealing with my application for this employment.

Signed:

(please type name if submitting electronically)

Date:

Candidate Reference Number	
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REFEREES

Please give the name of two people who can be contacted for references, one of whom should be your current/most recent employer, indicating at which stage of the process they may be contacted.

Name	<input type="text"/>	Relationship to Applicant
Address	<input type="text"/>	<input type="text"/>
Postcode	<input type="text"/>	
Email	<input type="text"/>	
Telephone	<input type="text"/>	
May be contacted	<input type="text"/>	

Name	<input type="text"/>	Relationship to Applicant
Address	<input type="text"/>	<input type="text"/>
Postcode	<input type="text"/>	
Email	<input type="text"/>	
Telephone	<input type="text"/>	
May be contacted	<input type="text"/>	

EQUAL OPPORTUNITIES MONITORING

Liverpool Everyman and Playhouse seeks to be an Equal Opportunities employer and strives to ensure that in its provision of services in general, and as an employer, in particular, it will offer equality of opportunity for all persons regardless of race, colour, ethnic or national origin, disability, sex, religion, marital status or social background.



In order to ensure that we can monitor implementation of this policy, employees are requested to complete this form. The information given will be anonymously retained by the Administration Dept. for monitoring purposes and associated record keeping only in line with the Data Protection Act 1998. This information will not form part of any personal file and will be treated on a private and confidential basis.

Job applied for:

Please indicate your gender:

Male Female

Please indicate your age:

0 – 16 years 16 - 19 years
20 - 24 years 25 – 29 years
30 – 34 years 35 – 39 years
40 – 44 years 45 – 49 years
50 – 54 years 55 – 59 years
60 – 64 years 65 and over

Please indicate your ethnic origin:

(These are the ethnicities specified by our major funding bodies)

African Black Other Nigerian White & Black African
Asian British Caribbean Pakistani White & Black Caribbean
Asian Other Chinese Somali White Irish
Bangladeshi Indian White & Asian White Other
Black British Mixed Other White British Yemen
Other Ethnic Minorities

The Equality and Human Rights Commission defines a disabled person as someone who has a physical or mental impairment that has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities. For further information, please see the Commission website (www.equalityhumanrights.com).

Do you consider yourself to have a disability?

Yes
No

If selected for interview, do you require any assistance or adjustments to enable you to attend?

Yes
No

Please do not hesitate to call a member of the recruitment team, in confidence, if you would like to discuss this further with us, on 0151 708 3700, or via recruitment@everymanplayhouse.com

How did you find out about this post? _____

How did you hear about this vacancy? _____

Thank you for taking the time to complete this form.

Do not write your name on this page

Candidate Reference Number	
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EDUCATION and TRAINING

Dates		Qualifications Obtained
From		
To		
From		
To		
From		
To		
From		
To		

Please continue on a separate sheet if necessary

Other Training Events Attended or Qualifications Achieved:

Dates		Training Provider	Qualifications Obtained
From			
To			
From			
To			
From			
To			
From			
To			

Please continue on a separate sheet if necessary

Do not write your name on this page

Candidate Reference Number	
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CURRENT / PREVIOUS EMPLOYMENT

Dates		Employer	Post Held	Summary of Duties
From				
To				
From				
To				
From				
To				
From				
To				
From				
To				

Please continue on a separate sheet if necessary

Do not write your name on this page

Candidate Reference Number	
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SUPPORTING STATEMENT

With reference to the job description and person specification, please use this space to tell us your reasons for applying for the post; how your experience and skills support your application and any other information you believe is relevant. **You should demonstrate clearly how, and to what extent, you meet each element of the specification.** Please do not include any supplementary material (such as a CV) as this will not be considered as part of your application. Use no more than 2 pages to complete your response.

Please continue on a separate sheet if necessary

Do not write your name on this page

EQUAL OPPORTUNITIES POLICY

The Liverpool and Merseyside Theatres Trust aims to be fully aware of the historical, cultural and social experiences of many individuals and groups.

The Company aims to reflect the cultural diversity of the communities it works with.

We select employees on their abilities and aim to ensure that no employee, patron or potential employee is discriminated against on the ground of race, colour, ethnic origin, gender, sexual orientation, marital status, age, disability or religious beliefs.

The Company aims to make its work fully accessible for as wide an audience as possible.

This policy statement embraces all full-time, part-time, permanent, casual and temporary employees and any person who acts on behalf of the Company.

The Company will not tolerate discrimination against any staff by fellow employees, or persons appointed to the service of the Company.

The Company led by the Board is committed to Equal Opportunity practice and to making this policy fully effective.

RESPONSIBILITY AND MONITORING

It is the duty of all employees to accept a personal responsibility for the practical application of the policy, but, at the same time, the company acknowledges that specific responsibilities fall upon the Board, management, supervisory staff and individuals professionally involved in recruitment and employee administration.

The Company includes any employee whether full or part time, or on temporary employment or who acts on behalf of the Company.

Advice and support from relevant professional national and local organizations will be sought from time to time as necessary.

Through monitoring, the current Policy and practice will be regularly examined for effectiveness and changes made as necessary.

RECRUITMENT AND SELECTION

As posts become vacant the Head of Department concerned will review the area of work in conjunction with the Executive Director.

Where a job description already exists it will be reviewed in light of the vacancy and to ensure that it contains no indirect discrimination. Any changes are to be agreed by the Executive Director. Candidates for interview will receive copies of job descriptions and information on the Company.

The person specification will provide objective criteria relating to the attributes, skills and experience required to do the job.

Depending upon the skills required for the job, recruitment shall be aimed at as wide a group of suitably qualified and experienced people as possible and each candidate will be considered on his/her merits, experience and suitability for the post.

The Company aims to encourage applications from and training opportunities for people from under-represented groups in the community.

All job applicants will be sent a copy of the Job Descriptions, Person Specification, Equal Opportunities Policy, Child Protection Policy where relevant, and information about the Company in an appropriate format where costs allow.

All job applicants will be sent an Equal Opportunities Monitoring form which, when returned, will be detached from the application and will not be available for the persons preparing the shortlist.

Where appropriate and possible, selection panels will include a balance of gender and ethnic dimension.

All those involved in the interviewing procedure will be made fully aware of the Company's Equal Opportunities Policy.

Recruitment procedures shall be regularly monitored and modified to ensure that individuals are selected on the basis of their merits, experience and suitability for the post.

DECLARATION – The Rehabilitation of Offenders Act (1974) requires that people applying for positions which give them 'substantial, unsupervised access on a sustained and regular basis' to children under the age of 18 years **MUST** declare all previous convictions which are then subject to police checks. An applicant in this category can only be offered a job subject to a successful police check. This includes potential employees, volunteers and self employed people such as practitioners. They should also be required to declare any cases pending against them. Applicants should be reassured that any information will be treated in confidence and will not be used against them unfairly.

Disclosure and Barring Service – When an applicant has been selected who will be required to work with young or vulnerable people, an application for an Enhanced check from the Disclosure and Barring Service will be made and must be received by the organization before their appointment can be confirmed. Details on this procedure can be obtained from the Administrator.

ADVERTISING

Advertising will be drafted by the Administrator.

Where direct promotion occurs within one department, only the subsequent vacancy need be advertised. Direct internal promotion is subject to an interview and the agreement of the Executive Director.

All vacancies at Head of Department level will be advertised in the appropriate publications and will not be available as direct promotion.

Apart from direct internal promotion it is the general principle of the Liverpool and Merseyside Theatres Trust to advertise all vacant posts (with the exception of temporary and casual staff unless it is necessary). Notice of vacancies will be advertised on the Company notice boards.

TRAINING FOR EQUAL OPPORTUNITIES

The Company will provide information to ensure all staff are aware of the Equal Opportunities Policy and to enable those who are involved in the recruitment and selection of staff to be more effective.

Training shall be provided to all staff to ensure their awareness and understanding of this Policy in relation to specific responsibilities of their work.

If an existing employee is unable to perform his/her job satisfactorily due to serious illness or disability, the Company will examine ways of retaining the employee where possible and appropriate - each case being dealt with individually.

AUDIENCE

The Company strives in its programming policy to produce a programme of work that will appeal to and serve as many sections of the community as possible.

The Company will strive to devise policies to bring new audiences to the theatres and make it possible for all members of the community to have full access to its work.

The Company aims to provide access information detailing the range of services the theatre provides for disabled people.

GRIEVANCES

Should an employee consider that they are suffering from unequal treatment within the scope of this policy they will be entitled to raise the matter via the Company's Grievance Procedure.

Any job applicant who believes that s/he has been treated inequitably within the scope of this policy should write to the Finance and HR Director who will investigate the complaint.