

24<sup>th</sup> July 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 late August / early September 2015 until 13<sup>th</sup> February 2016, to support the organization through a period of transformation and development.

The deadline for applications is **Monday 10<sup>th</sup> August 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](mailto:recruitment@everymanplayhouse.com)

Please include the job reference: **POA**, 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: POA**  
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 w/c 17<sup>th</sup> August 2015.**

I look forward to receiving your application.

Yours faithfully

Victoria Adlard  
Administrator



5-11 Hope Street  
Liverpool L1 9BH

Administration  
+44 (0)151 708 3700

Facsimile  
+44 (0)151 708 3701

Box Office  
+44 (0)151 709 4776

[www.everymanplayhouse.com](http://www.everymanplayhouse.com)

[info@everymanplayhouse.com](mailto: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 unwavering 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 just over a year ago has 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 has 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, 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 Technical Department**

The team look after lighting, sound, video, stage and wardrobe, and are the backbone of our work on stage, facilitating all technical aspects of our productions. The department also supports visiting productions and off-stage activities around the buildings and out in the community.

Following the redevelopment of the Everyman Theatre, the department boasts some of the best and most innovative technical facilities in the UK.

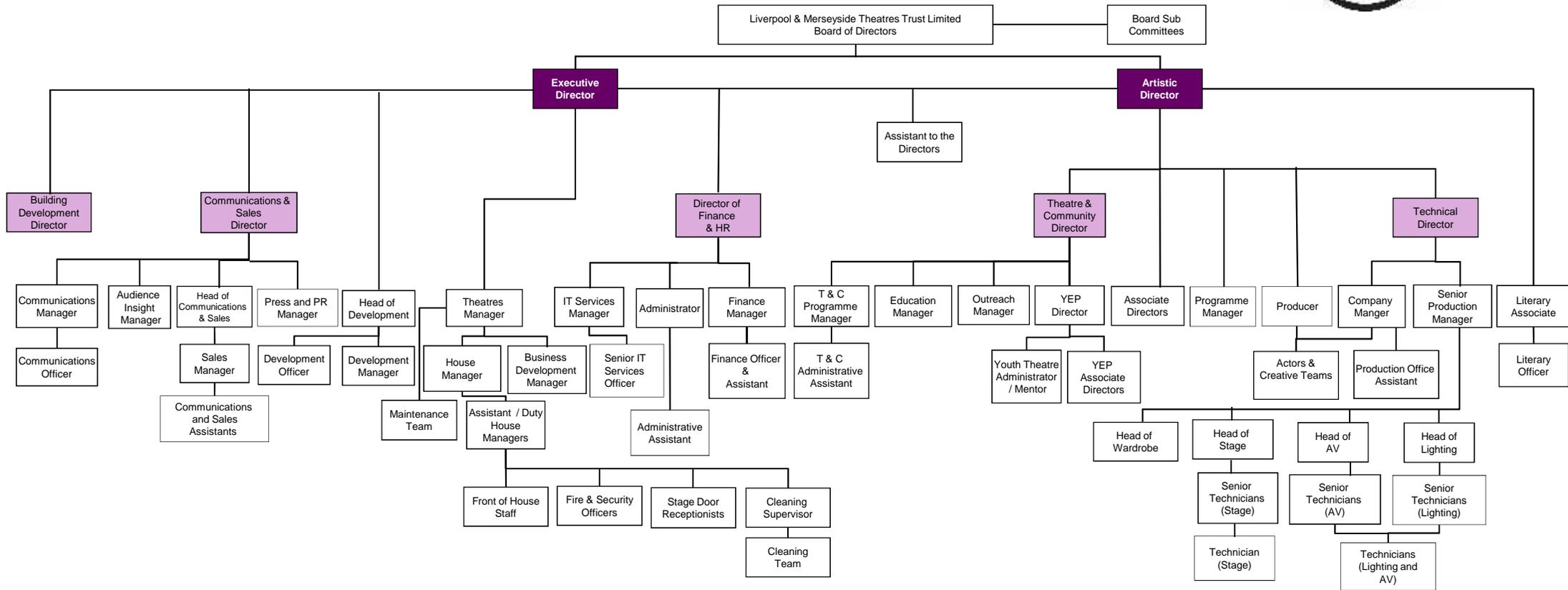
For more information about us, please visit [www.everymanplayhouse.com](http://www.everymanplayhouse.com)



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



*Thanks to the City of Liverpool for its financial support*



**Key**  
 Executive  
 Senior Management Team

**Note:** Beyond the Executive and Senior Management Team this diagram is not necessarily indicative of the grading of posts, it is simply an illustration of the reporting structure

# Production Office Assistant

This is a fixed term post from September 2015 until the 13<sup>th</sup> February 2016.

## JOB DESCRIPTION

**Responsible to:** Company Manager

### **Main purpose of position:**

The Technical department is responsible for delivery of the LMTT programme across the Everyman and Playhouse theatres spaces. The Production Office Assistant provides administrative and operational support for the Technical Department during planning, rehearsal and production periods as well as assisting with the smooth running of Production office activity day to day.

### **Key Tasks:**

To assist and support the Technical Director, Senior Production Manager and Company Manager in providing an effective administrative, operational support and secretarial service to enable the efficient operation of the Technical Department. Key tasks will include:-

**To ensure effective departmental liaison with a variety of people** including internal staff members and production teams; external parties including suppliers and co-production contacts.

**To provide general administrative support to the department** including:-

- Photocopying, printing, preparing scripts, scanning documents, filing, making telephone calls, emailing and dealing with enquiries and correspondence;
- Take deliveries, post mail, arrange couriers/taxis;
- Welcome visitors to the office and offer and prepare refreshments;
- To book meeting spaces, distribute meeting requests, minute meetings and update department calendars and schedules of activity while providing relevant information about the department's activities to internal and external parties;
- To assist with production research, acquiring quotes and samples;
- To assist the Company Manager with the processing of finance paperwork such as credit card reconciliations and invoices as well as actor and stage management timesheet information, ensuring at all times that data is handled in compliance with data protection regulations, and that all information is dealt with in confidence.
- To read and sift incoming emails to the general Technical email address and to forward as appropriate;
- To be responsible for placing and processing of orders as directed;
- To be responsible for overseeing Technical department petty cash float;
- Archiving of data and production materials;
- Ensuring the Production office is kept in a tidy, organised state with sufficient supplies.

**To assist in day to day departmental tasks** including;

- Assisting the Company Manager in overseeing prop & costume store use and inventory thereof;
- Driving the company van and other hired vehicles as required;
- Assist with the preparation and general housekeeping of the rehearsal spaces;

Please note this list of duties is not exclusive, and the post holder will be required to undertake other reasonable duties as may, from time to time, be requested by the Company.

## **Main Terms and Conditions of Employment:**

<b>Reporting to:</b>	Company Manager
<b>Salary:</b>	£7.14 per hour (to increase in line with minimum wage increases and changes to rates in the BECTU / UKT Agreement)
<b>Hours of work:</b>	30 hours per week, usually worked between the hours of 10am and 6pm, Monday to Saturday. Evening and weekend work and occasional longer working hours will be required to support the production team and the programme of events.
<b>Tenure:</b>	This is a fixed term post to support the department through a period of development. The contract is subject to a one month probationary period.
<b>Annual Leave:</b>	Twenty eight days per annum, pro rata (1 January – 31 December) which includes an allowance for statutory English bank holidays.
<b>Notice Period:</b>	One week by either party during the probationary period, and one month thereafter for both employee and employer.
<b>Pension:</b>	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 knowledge, skills, and experience**

The post holder will:

- Have some experience of providing administrative support
- Be a highly competent IT user (particularly in MS Outlook, Word and Excel)
- Have excellent communication skills, both in person and in writing
- Be self-motivated, with the ability to take initiative, work as part of a team and under direction
- Have good organisational skills and attention to detail
- Have a keen interest in learning new skills and furthering their knowledge
- Have a flexible approach to work, and the ability to keep calm during pressurised periods of work

### **Desirable knowledge, skills, and experience**

- Hold a current clean UK driving licence and be willing to drive company vehicles as required
- Experience of working with confidential information and awareness of data protection issues
- Awareness and experience of health and safety legislation and practice
- Ability to understand technical drawings, plans, models and other theatre documentation
- Experience of working in a professional theatre environment.
- Knowledge of Merseyside and the North West



## 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:

\_\_\_\_\_

<b>Candidate Reference Number</b>	
-----------------------------------	--

**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.

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

<b>Name</b>	<input type="text"/>	<b>Relationship to Applicant</b>
<b>Address</b>	<input type="text"/>	<input type="text"/>
<b>Postcode</b>	<input type="text"/>	
<b>Email</b>	<input type="text"/>	
<b>Telephone</b>	<input type="text"/>	
<b>May be contacted</b>	<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](http://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](mailto: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**

<b>Candidate Reference Number</b>	
-----------------------------------	--

**EDUCATION and TRAINING**

	Dates	Qualifications Obtained
<b>From</b>		
<b>To</b>		
<b>From</b>		
<b>To</b>		
<b>From</b>		
<b>To</b>		
<b>From</b>		
<b>To</b>		

*Please continue on a separate sheet if necessary*

**Other Training Events Attended or Qualifications Achieved:**

	Dates	Training Provider	Qualifications Obtained
<b>From</b>			
<b>To</b>			
<b>From</b>			
<b>To</b>			
<b>From</b>			
<b>To</b>			
<b>From</b>			
<b>To</b>			

*Please continue on a separate sheet if necessary*

**Do not write your name on this page**

<b>Candidate Reference Number</b>	
-----------------------------------	--

**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	
----------------------------	--

**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.