

How to Apply

We are trying to make our application process as open and accessible as possible, so if you are experiencing any barriers to accessing the information, and would like this pack in a different format, or would like to submit your application in a different way, then please contact our recruitment team via the email address below, or by calling us on 0151 706 9113. We are always happy to discuss any requirements that candidates may have as a disabled person; someone with parental or caring responsibilities; or other reasons, and we will always try to make any adjustments possible to make participation easier.

Please read all the information in this job pack and then submit a CV with a covering letter / email to tell us about yourself and your experience; to share with us your reasons for applying for the post and any other information you believe is relevant.

We will shortlist based on how each candidate meets the person specification and shows us how they would fulfil the job description, but we believe that even if someone doesn't have all the experience we're looking for, they might still have the values and qualities that would make them a great asset to the team, so please don't be put off from applying because you don't feel you have all the experience. If you would like to have an informal conversation about the role in advance of application, this can be arranged via the email address below.

The deadline for applications is **Wednesday 23rd August at 10.00am**.

Applications should be sent to: recruitment@everymanplayhouse.com

Please also complete the equal opportunities monitoring form via <https://www.surveymonkey.co.uk/r/W7BMN87>; a summary of our Equal Opportunity Policy is also available on the website.

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

Interviews will be held during the w/c **28th August**. Any offer of employment will be subject to the receipt of evidence of the right to work in the UK as defined under current legislation.

LIVERPOOL

everyman & PLAYHOUSE theatres

The Liverpool Everyman & Playhouse (E&P) theatres are a local artistic force with national significance and an international reputation. Operated by the Liverpool and Merseyside Theatres Trust Limited (LMTT), our two theatres are united by our passion for our art-form, our love of our city and our belief that theatre can transform lives. We believe our theatres can be a vital focus for the communities in the Liverpool City Region, telling stories which are compelling locally and nationally, supporting and attracting talent and contributing to Liverpool's reputation as one of the country's most vibrant cultural cities.

Our theatres strive to reflect the aspirations and concerns of our audiences, to dazzle and inspire them, welcome and connect with them, nurture the artists within them and fuel their civic pride. Wherever these connections happen – whether in our theatres, in the community, in schools, or outside Liverpool – we hope to ignite the imagination, explore what it is to be human, and always to exceed expectation.



Across the two theatres - one a 440-seat thrust, the other a 670-seat proscenium - there is an opportunity to produce and present the richest range of work for the widest audience.



In 2023 – 24 we look forward to an ambitious and dynamic programme of work across all of our performance spaces, as we do our best to be a place where everyone in Liverpool can feel safe, heard and included in asking big questions about the world we're living in. Underpinning our artistic approach is a commitment to supporting creatives and producers from diverse backgrounds to develop more work with commercial and tour potential; and thereby achieve longer and more sustainable careers in the arts.



We have established 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. We nurture and develop the artists and creative workforce for tomorrow through our award-winning Young Everyman Playhouse programme (YEP). YEP is much more than a youth theatre, it is a multi-disciplinary talent development programme. We want YEP members to progress to work in our theatres, on our stages and in the local theatre ecology, as well as influencing and making theatre nationally and internationally and bringing new ideas, work and practice back to Liverpool.

We are committed to diversity and equality and expect all staff to be active in promoting diversity and supporting people to experience our work and buildings. In 2020, we brought together a group of Trustees, staff and co-opted external members to form a [Diversity Action Group](#), considering the actions we could take as an organisation to progress our commitment to diversity. We recognise that our workforce is not as representative as we would like it to be and are committed to real and positive change. What does this mean in terms of recruitment?

It means that some of the things we will do are:

- recognise that lived experience can be as valuable as industry experience or qualifications.
- actively advertise and promote jobs to specific groups or organisations.
- try to find long term progression routes within the company and identify opportunities for people to learn about the jobs we have available
- make sure that the Theatres are a safe space for all employees, and that everyone receives the support they need

What we won't do is:

- Shortlist applicants based on any protected characteristic if we don't believe they could do the job
- Offer someone a role solely based on them having a particular protected characteristic, even though we feel they're not suitable for it, and in which they won't thrive.

Most recently we've been working with the Anthony Walker Foundation to ensure staff receive anti-racism training, and that there is accountability and collective understanding of what anti-racist actions we can take as individuals and collectively as an organisation.

With all this in mind, we particularly welcome applications from ethnically diverse and disabled applicants, and we are a Disability Confident Employer. We are also a strategic partner with PiPA (Parents and Carers in Performing Arts – www.pipacampaign.org), who campaign to enable and empower parents, carers and employers to achieve sustainable change in attitudes and practices in order to attract, support and retain a more diverse and flexible workforce. We are always happy to discuss solutions that allow people to balance their caring responsibilities with their working lives, and we look for equity of opportunity for anyone living with a protected characteristic that has adversely impacted their employment opportunities.

The Facilities Department at the Theatres are responsible for the maintenance and development of the physical buildings, including both venues and the offsite stores. The Department also manages the company's IT infrastructure and maintains all emergency systems, supporting users to maximise the efficiency of the technology available to them. This role will support the performance operational teams who look after our audiences and performers, when the venues are at their busiest.

www.everymanplayhouse.com



Thank you to the City of Liverpool for its financial support

Facilities Technician

Responsible to: Facilities and Systems Manager

Responsible for: External contractors

Purpose of Role

- We are looking for a proactive individual to support the Facilities Team in undertaking proactive and reactive maintenance of the company's buildings and facilities.
- To support Facilities Team in ensuring that the buildings and facilities comply with all relevant legislation, meet the theatres' licence requirements and that the health and safety of staff and visitors are maintained at the highest standard.
- To act as a key holder and responsible person for the company's buildings including ensuring site security outside of performance times.
- To ensure our premises are presented to the highest standard.
- To communicate with key stakeholders via our servicedesk

Main Duties

To undertake proactive and reactive maintenance of the company's buildings and facilities

Checking on a regular basis that the buildings are clean, safe, functioning effectively, and compliant with Health & Safety and all other relevant legislation and the conditions necessary for the granting of the theatres' licences

- Ensuring a timely Facilities team response to maintenance and Facilities requests raised via the Theatres' servicedesk. Prioritising performance critical issues and communicating outcomes to end users.
- Carrying out routine inspections and documenting findings via servicedesk
- Undertaking repairs and maintenance tasks as required
- Updating the progress of Facilities works on servicedesk.
- Assisting the Facilities Manager in overseeing outside contractors, ensuring work is completed, records maintained and safety standards met.
- Undertaking work to support activities in the building including, but not limited to, setting up and removing exhibitions, production specific and Christmas decorations etc.
- Undertaking external cleaning and cleaning of roofs as required
- Maintaining and monitoring records of checks and works as required by law and for the safe operation of our premises
- Supporting the sustainability action plan and aspirations of the company to minimise the company's environmental impact.
- Ensuring that the Building Management System (BMS) matches the building activity

- 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 and in line with the lock up procedures.
- Occasionally act as the Responsible Person for the building outside of performance times.

General

- Undertaking other general duties as may be required to support other activities of the company
- LMTT is committed to the safeguarding of children and people to whom we have an enhanced duty of care, and therefore may at their discretion require any member of staff to submit a satisfactory enhanced check from the Disclosure and Barring Service (DBS), depending on the activities they are carrying out.
- Work in the best interests of e&P at all times, and in accordance with company policy, the staff handbook, health & safety regulations, safeguarding, data and IT
- Be an effective representative of e&P in all situations and demonstrate the highest level of audience care, advocacy and service
- Take positive action to promote Equal Opportunities in all aspects of the work of e&P
- Maintain confidentiality in all areas relating to LMTT and e&P as appropriate
- Maximise income and minimise expenditure wherever possible
- Use best endeavours to improve sustainability and reduce negative environmental impact
- To ensure LMTT makes the most efficient use of utilities and minimise consumption where possible
- To be an active member of the companies Green Team.
- Work with the e&P Higher Education and community partners, sharing expertise and offering insight into the methodologies called upon in your day-to-day working life
- Carry out any other duties as may be reasonably expected of the post

This Job Description is indicative and not exhaustive, and it will be reviewed regularly to ensure that it reflects the evolution of the company, and the skills and personal development of the post-holder; a flexible approach to work in all roles is essential.

Person Specification

Experience, knowledge and understanding

- Be able to make general repairs including basic plumbing, decorating and joinery.
- A knowledge of health and safety legislation and current issues.
- Experience of working in a public building
- The ability to use Office 365
- An interest in theatre
- Membership of recognised building trades
- Proof of completion of Working at Height and Manual Handling training

Main Terms and Conditions of Employment

Tenure:	This is a part-time, permanent contract and is subject to a probationary period of three months
Reporting to:	Facilities and Systems Manager
Salary:	£11 384 per annum (an hourly rate of £11.23)
Hours:	<p>20 hours per week, usually worked between 4.00pm and 8.00pm, Monday – Friday.</p> <p>Some flexibility in hours is possible, outside performance times, and by mutual agreement with the Facilities team.</p> <p>The postholder may be required to work at weekends. Time off in lieu will be given for hours worked in excess of 20 per week by agreement in advance with the Facilities and Systems Manager</p> <p>If required to work on Sunday at the request of your line manager hours worked will be paid at double time.</p> <p>If called out as a key holder a payment of £30 will be made in addition to hours in attendance on site at single time rate Monday – Saturday and double time on Sunday. This may be subject to change in line with the keyholder and call out policy.</p> <p>Up to £100 per annum will be paid for PPE and work clothes on production of receipts during the contract period.</p>
Annual Leave:	28 days pro rata per holiday year (1 January – 31 December) inclusive of all statutory English bank holidays.
Notice Period:	One week during probation; one month thereafter.
Pension:	The Company operates an auto-enrolment pension scheme. This employment is not contracted out of SERPS (the State Earnings Related Pension Scheme).
Place of Work:	Mainly at the Everyman and Playhouse Theatres

Additional Benefits:

The Theatres offer a number of discretionary benefits including:-

- Interest-free Season Ticket Loans with Merseytravel
- Cycle to Work scheme – enabling you to buy a bike in a tax efficient way, for travelling to and from work.
- Membership of a healthcare cash plan: Paycare (including an Employee Assistance Programme and 24 Hour GP Telephone Consultation Service)
- Free and / or discounted tickets for performances
- Discounts on our food and drink offer

All other benefits as detailed in the staff handbook