

HOW TO APPLY

We're 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're 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'll 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 and / or a covering letter or 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'll 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'd 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 **Monday 13th October at 10.00am.**

Interviews will take place in Liverpool on **w/c 20th October.**

Applications should be sent to: recruitment@everymanplayhouse.com

Please also complete the equal opportunities monitoring form via <https://www.surveymonkey.com/r/7KN9QXJ>; 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. 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.

HELLO,

Thank you for your interest in the role of **Head of Production & Technical**

It's a great time to join the theatres, run as a charity by the Liverpool and Merseyside Theatres Trust. We're a local creative powerhouse with national and international impact, driven by a love for theatre, our city, and the 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.

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

In 2025 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.

Read on to find out more. We look forward to hearing from you.



Mark Da Vanzo | Chief Executive
Nathan Powell | Creative Director
Ros Thomas | Finance Director

OUR VISION, MISSION, VALUES



OUR VISION

We will be the most relevant change making theatre, artistically innovative, talent enhancing, socially impactful, and representative of everyone.

OUR MISSION

The use of the power of theatre to inspire entertain and nurture positive social change.

OUR VALUES

COLLABORATIVE

We listen, we share, we co-create.

CREATIVE

We believe in the power of creativity to inspire and change lives.

COMPASSIONATE

We are open-hearted, generous and supportive.

COURAGEOUS

We are daring and brave - a voice for things we believe in.



LIVERPOOL
EVERYMAN



LIVERPOOL
PLAYHOUSE

DIVERSITY, EQUALITY & INCLUSION

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.



Tell Me How It Ends by Tasha Dowd
© Andrew AB Photography

"I was blown away by the talent of the young actors and the writer. It's wonderful that the Everyman supports and encourages young talent."

Audience Feedback on *Tell Me How It Ends*
by Tasha Dowd [YEP Graduate]



THIS IS NOT A CRIME (this is just a play...)
by YEP Actors 2023

"YEP is a place that had allowed me to create strong relationships with my peers and be part of a community that is compassionate towards one another. For these reasons being a part of YEP will help me improve my qualities not only as an actor but also as a person." Feedback from YEP Graduate

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.



JOB ROLE: HEAD OF PRODUCTION & TECHNICAL

Responsible to: Creative Director

Responsible for: Production, Technical, Wardrobe, Company & Stage Management.

PURPOSE OF ROLE

- To plan and manage the delivery of LMTT's productions to the highest standards, ensuring the most effective use of resources in realising the visions of creative teams throughout LMTT's artistic programme whether visiting, in-house, YEP or events based
- Along with the Producer, to co-create the production budget estimates, ensure they are approved, and once handed over by the Producer, control the delivery and final reconciliation on-time and on-budget
- To oversee the efficient day-to-day operation of all LMTT's production and technical services and the maintenance of all technical equipment
- To ensure the highest level of health and safety and work with the relevant colleagues to ensure that this applies across all LMTT activities (including CDM Regulations responsibility as required)
- To lead and manage the overall Production and Technical Department, its staff and resources, ensuring staff wellbeing at all times
- To support the successful delivery of LMTT's business plan as an active member of the Management Group

VISION, MISSION & VALUES

Key to all roles within the Liverpool Everyman & Playhouse, is each person's absolute commitment to the organisational vision, mission and values which are as follows:



OUR VISION

We will be the most relevant change making theatre, artistically innovative, talent enhancing, socially impactful, and representative of everyone.



OUR MISSION

The use of the power of theatre to inspire, entertain and nurture positive social change.



OUR VALUES

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COMPASSIONATE

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COURAGEOUS

We are daring and brave - a voice for things we believe in.

Implicit is an absolute commitment to equality, inclusion and diversity, representative of the Liverpool City Region, advocating our role in its civic duty to the city.

MAIN DUTIES

Artistic Programme

- Work closely with the Artistic team on the advance operational planning of the artistic programme
- Ensure that the following is achieved: –
 - Liaising with creative team members to ensure they are fully briefed and to facilitate their vision within the available resources
 - Managing production budgets to support the artistic vision and make the most effective use of LMTT's physical and human resources
 - Ensuring that technical liaison with visiting/co-producing companies and artists facilitates high-quality delivery and effective use of resources
 - Procuring high quality and cost-effective services from external suppliers
 - Supporting the delivery of YEP productions, including supporting the development of young technicians through our YEP technical training programme
 - Support the delivery of events and hires
 - Planning effective deployment of in-house and casual staff to realise the artistic programme
 - Ensuring stringent cost control at all times
- Ensuring all members of the production team deliver the high quality of technical services, and receive the appropriate training to deliver both high quality and safe working
- Managing production budgets across the annual artistic programme budget to ensure the most effective deployment of resources

Production and Technical Services

- Working closely with relevant colleagues on advance scheduling and ensuring that production services for activities outside the Artistic Programme (e.g. other events, external hires) are delivered effectively within available resources.
- Ensuring the safe and efficient use of technical equipment, in particular in the use of stage equipment including automated and manual flying systems.
- Ensuring that the technical infrastructure is maintained in line with approved budgets.
- Maintaining a full inventory of all LMTT technical equipment
- Ensuring that technical maintenance and management practice supports licensing and insurance requirements
- Researching and reporting on trends in best practice and legislative changes relating to technical equipment and practices

- Where required, delivering physical productions – leading production meetings, attending rehearsals, overseeing technical rehearsals, get-ins, get-outs and performances as required

Health & Safety

- Taking lead responsibility for Health & Safety policy and practice as regards production services, and working closely with the relevant colleagues on overall policy and procedures
- Keeping abreast of current Health & Safety legislation and ensuring that LMTT's policy and practice are updated on a regular basis

Management

- Representing the Production team at a senior level
- Monitoring financial and other KPIs and responding to any significant variations
- Evaluating strategic delivery and development
- Reporting to board meetings as required
- Overseeing the work, performance and professional development of the Production team using LMTT's HR policies and practices
- Lead on the recruitment and supervision of production staff, ensuring that the company's diversity strategy and equal opportunities policy are adhered to, and actively championing diversity, equality, inclusion and access for all, ensuring that the department is welcoming to all

General

- Planning all activities, in collaboration with appropriate colleagues, to ensure effective use of LMTT resources at all times
- Ensuring that all activities demonstrate best practice and respond to any applicable legislation or professional guidelines
- Performing your role in accordance with the company's Staff Handbook, incorporating LMTT's values
- Use best endeavours to improve sustainability and reduce negative environmental impact, working to implement the Theatres Green Book guidance
- LMTT is committed to diversity and equality and expects all staff to be active in promoting equity and inclusion; supporting people to experience our work and buildings

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.

PERSON SPECIFICATION

Essential experience, knowledge and skills	Desirable experience, knowledge and skills
<ul style="list-style-type: none"> Professional expertise in one of the fields of technical theatre; theatre construction; or stage management Understanding of theatre production and technical processes Demonstrate an extensive knowledge of technical production and technical skill including significant experience and of understanding of stage equipment and stagecraft in both producing and receiving houses Understanding of Health and Safety best practice and legislation Understanding of Union agreements and theatre employment issues Knowledge of theatre licensing and statutory requirements Proven ability to manage several projects simultaneously, meeting artistic and financial targets and deadlines Excellent leadership and demonstrable people management skills at a senior level Excellent communication skills and the ability to effectively manage the expectations of visiting creative teams when realizing their artistic aspirations Ability to lead, manage and motivate teams of people and create a welcoming and safe working environment Experience or understanding of managing time sensitive H&S inspections of stage equipment involving external companies An excitement for supporting the development of new and young technicians 	<ul style="list-style-type: none"> Strong CAD skills including the generation of production, construction and working drawings and 3D visualisations Experience of transferring and touring productions Experience of multiple venue and split site working Recognised qualification in health and safety management such as a NEBOSH General Certificate or IOSH Managing Safely qualification Experience or detailed knowledge of construction of stage scenery Highly demonstrable I.T. and administrative skills

MAIN TERMS AND CONDITIONS OF EMPLOYMENT

Tenure:	This is a permanent contract and is subject to a probationary period of 3 months
Reporting to:	Creative Director
Salary:	£47 730 per annum
Hours:	35 per week. No overtime is paid but time off in lieu will be given for hours in excess of the contracted hours.
Annual Leave:	28 days per annum, pro rata (inclusive of all statutory English bank holidays). This rises to 30 days after 3 years, and 33 days after 5 years' service. Holiday year runs from 1 January – 31 December.
Notice Period:	One month during probation; three months 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 several discretionary benefits including:

- Interest-free Season Ticket Loans with Merseytravel
- 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 terms as detailed in Staff Handbook.

**LIVERPOOL
EVERYMAN**

5-11 Hope Street
L1 9BH

**LIVERPOOL
PLAYHOUSE**

Williamson Square
L1 1EL

everymanplayhouse.com

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We are a registered charity (1081229) and gratefully acknowledge the continued support of Arts Council England, Liverpool City Council, our donors, patrons, partners and our audiences.



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**ARTS COUNCIL
ENGLAND**

**Culture
Liverpool**



Production Department

Liverpool Everyman & Playhouse

