

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.

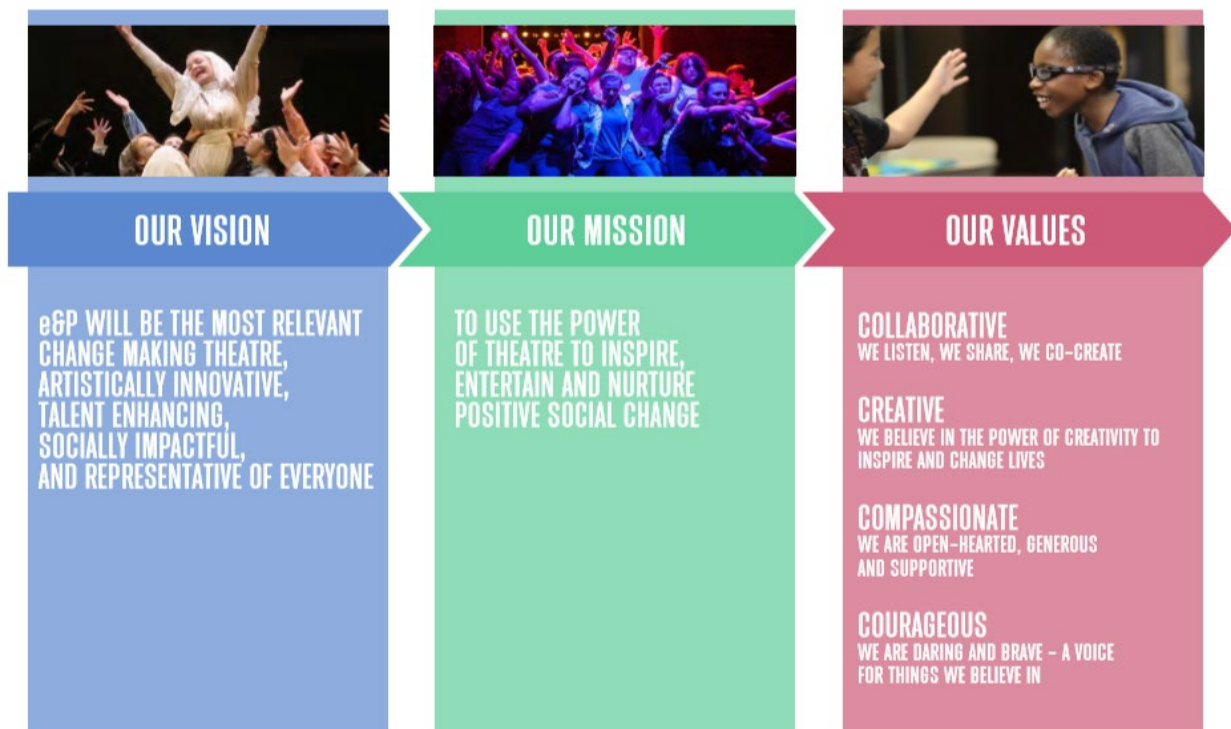
Our theatres strive to reflect the aspirations and concerns of our audiences, to dazzle and inspire them, welcome and connect with them, nurture the artists within them and fuel their civic pride. Wherever these connections happen – whether in our theatres, in the community, in schools, or outside Liverpool – 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.

<https://www.everymanplayhouse.com/new-works>



Thank you to the City of Liverpool for its financial support

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 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 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 **Monday 20th November 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/QS3XYBV> ; 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.

Assistant Producer

Responsible to: Producer

Responsible for: N/A

Purpose of Role

All roles play an important part in delivering e&P's strategic vision and living & breathing our vision & mission in our service quality within all activities undertaken.

As part of the Everyman and Playhouse Artistic team, the Assistant Producer will:

- support the team to deliver the programme of in-house and visiting work into both buildings, working creatively and collaboratively in the development and delivery of the theatre's artistic programme.
- support the Producer in the delivery of main stage productions, work with the Head of Producing & Programming to book and deliver high quality touring work.

Main Duties

- Assist the Producer to line produce all in-house productions
- Assist with all aspects of delivery for in-house productions; from contracting and negotiation to liaising with creative teams and managing relationships with artists
- Work closely with the production team to ensuring effective communication and information sharing between departments
- Lead on scheduling and booking access performances for in-house productions
- Support the Head of Producing & Programming with delivery of the visiting programme, negotiating with external companies and acting as lead booker for comedy as required
- Act as a main contact for visiting companies and producers once shows are confirmed, liaising with technical and audience experience as required
- Act as meet and greet for visiting companies and performers, working closely with FOH teams on the day of performances and ensuring external visitors are supported
- Ensure production information is accurately communicated internally, including drafting deal memos and working with the Production Coordinator to ensure Booked is updated
- Lead on Freelance Mixer events, working with the Artistic Administrator to maintain an up-to-date database of local creatives
- Support the New Works Associate with delivery of studio productions
- Attend artistic, creative and production meetings for inhouse productions
- Work closely with the Head of Producing & Programming, Producer and wider artistic team to feed into future artistic planning
- Attend internal scheduling and planning meetings as required
- Attend rehearsals and castings as required
- Attend guest nights or other performances as required

General

- 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 equity, diversity and inclusion in all aspects of the work of e&P
- Maintain confidentiality in all areas relating to LMTT and e&P as appropriate
- Use best endeavours to improve sustainability and reduce negative environmental impact
- Carry out any other duties as may be reasonably expected of the post

The main duties and responsibilities are indicative and not exhaustive. Other duties may be necessary to fulfil the purpose of the post. This job description may be periodically reviewed and revised by the Board in consultation with the post holder.

Person Specification:

Essential skills, experience, knowledge and understanding

- Demonstrable experience working in theatre production
- Knowledge and experience of producing professional theatre productions or events
- Good working knowledge of the UK Theatre subsidised repertory agreements.
- Knowledge of UK producing companies and artists, both regionally and nationally
- Excellent attention to detail
- Ability to deal with people in an effective and diplomatic way
- Confidence to deal with people at varying levels of seniority
- Commitment to advocating for, and supporting, a diverse workforce; understanding what is needed to create a safe and inclusive environment.
- Ability to manage own time effectively, work under pressure and handle multiple priorities
- Self-motivated and able to show initiative, but also able to work as part of a busy team
- Excellent written and verbal communication skills with IT skills at an appropriate level to carry out the duties of the post
- Experience of dealing with sensitive and confidential information

Desirable experience, knowledge and understanding

- Some budgeting experience
- Experience of dealing with agents and negotiations
- Knowledge of Health and Safety protocols, insurance and legal issues.

Main Terms and Conditions of Employment

Tenure:	This role is offered on a permanent basis and is subject to a probationary period of 3 months.
Reporting to:	Producer
Salary:	£27 500 per annum
Hours:	40 per week. No overtime is paid but time off in lieu will be given for hours in excess of the contracted hours. Some evening and weekend work will be required.
Annual Leave:	28 days per annum (inclusive of all statutory English bank holidays), rising to 33 days after 5 years' service. Holiday year runs from 1 January – 31 December.
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
- 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 others terms as detailed in Staff Handbook.

28 days per annum (inclusive of all statutory English bank holidays), rising to 33 days after 5 years' service.