

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. **You should demonstrate clearly how, and to what extent, you meet each element of the specification.**

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 12th August at 10.00am.**

Interviews will take place during the **w/c 12th August 2024.**

Applications should be sent to: recruitment@everymanplayhouse.com

Please also complete the equal opportunities monitoring form via <https://www.surveymonkey.com/r/H8LYNKX> ; 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.

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 2024 – 25 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.



Our Vision

WE WILL BE THE MOST RELEVANT CHANGE MAKING THEATRE, ARTISTICALLY INNOVATIVE, TALENT ENHANCING, SOCIALLY IMPACTFUL, AND REPRESENTATIVE OF EVERYONE.

Our Mission

TO USE 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.

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.

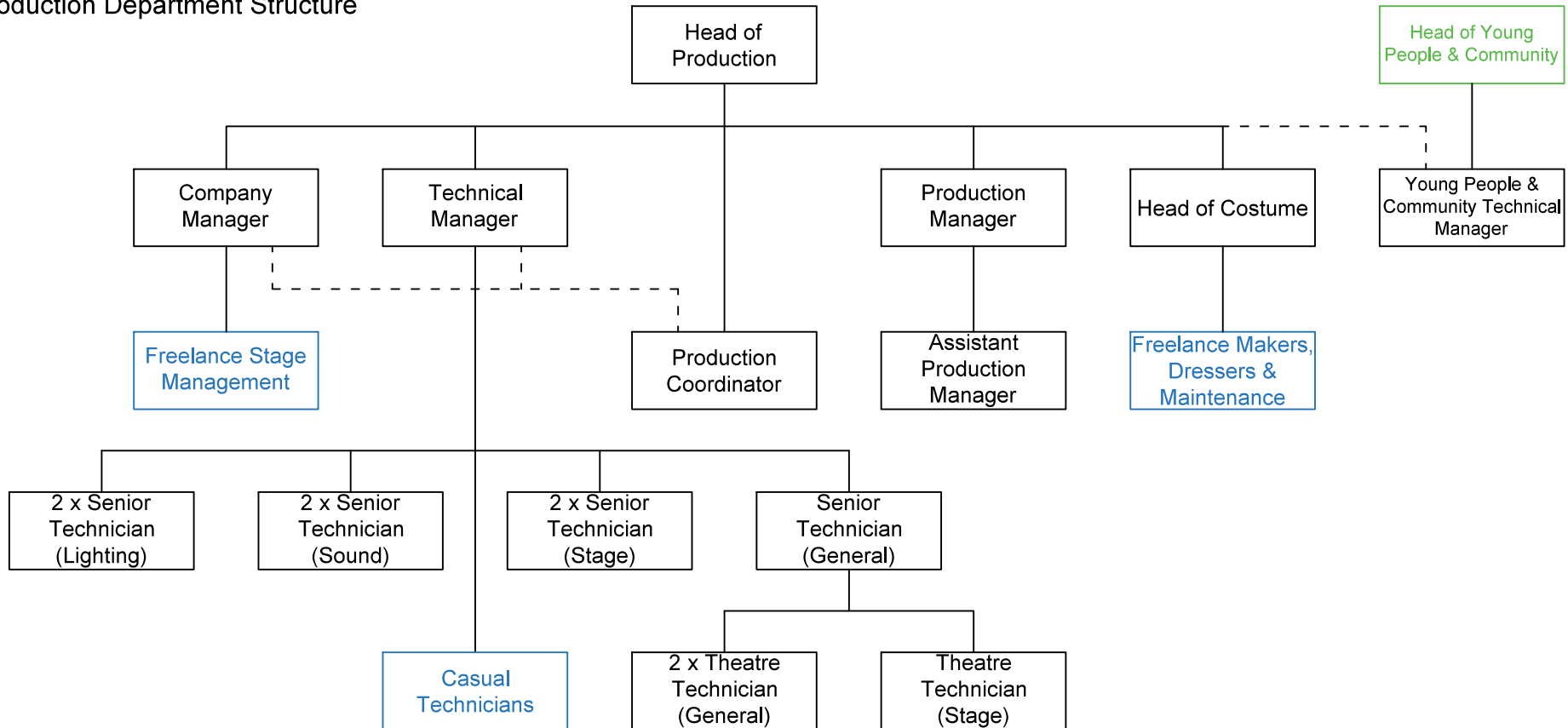
<https://www.everymanplayhouse.com/new-works>



Thank you to the City of Liverpool for its financial support

The Production Department facilitates and delivers all of the technical aspects of our work. Almost all posts in the department can be physically demanding and will involve working at height.

Production Department Structure



Senior Technician (General)

Responsible to: Technical Manager

May also be directed by Head of Production & Production Manager

Responsible for: Technicians, Freelance and Casual Staff

Purpose of Role

- Alongside other senior technicians, to deliver the provision of lighting, sound, video and staging, throughout LMTT's work. This will include in house shows, visiting work, community productions and commercial events.
- To line manage the junior technical positions, helping them to develop their skills across the breadth of the technical department.
- To ensure the highest level of health and safety applies across all LMTT technical department activities
- To maintain equipment and spaces to the highest possible standard.
- To support and participate in the delivery of the technical skill development activity for young people as part of the YEP programme
- To contribute to the efficient day to day operation of the production department and wider organisation.

Main Duties

Theatre Programme

- To help creative teams realise their vision within allocated resources.
- Prepare or construct lighting, sound, video, and stage equipment and practicals for use in productions.
- To run get-ins, fit ups, performances, strikes and get outs of allocated productions, including working during evenings and weekends.
- To manage a team of technicians on a show, ensuring that they are working safely, to their best, and that you are passing on skills as required.
- Perform production duties including:
 - Installation and rigging of lighting, sound, video, and stage equipment.
 - Programming and operation of lighting, sound, video, and stage equipment
 - Lighting, sound, video, and stage duties on shows as scheduled by the Technical Manager.
 - Attend meetings, rehearsals, performances, get-ins, and get-outs as required.
- To ensure that you are always aware of what activities are happening within the theatres; what your role is in this activity; and that you are prepared in advance to be able to perform to your best.
- From time to time, driving vehicles to move theatre equipment between venues, stores, etc.

Line Management

- To line manage the junior level of theatre technicians. This will include:
 - To hold regular one to one meetings.
 - Management of holidays and working hours (alongside the Technical Manager).
 - To support their skills development and ensure that staff are fully delivering their job roles.
- Be a role model in the way you perform your role.

Young People and Communities (YP&C)

- Support the YP&C Technical Manager in the delivery of the YEP programme and productions.
- Participate in our Young People and community work, including demonstrating work to young people and provision of design services, as required.

Commercial Programme

- Liaise with other departments to facilitate the delivery of events, acting as technical coordinator on specified projects and attending project meetings as required.

Departmental Responsibilities

- Deputise for the Technical Manager in their absence.
- Maintain and encourage exemplary standards and practise in all departmental areas.
- Perform maintenance tasks as directed by the Technical Manager or as needed.

Health and Safety

- Maintain and encourage high levels of health and safety at all times.
- Carrying out Risk Assessments as required.
- Assist the Technical Manager to ensure all relevant departmental Health and Safety documentation is in place and reviewed regularly and ensuring suitable safe systems of work for all departmental activities are in place and fully implemented.
- Maintain exemplary levels of housekeeping and cleanliness in all work areas.

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
- At the theatre's discretion anyone working with young people or vulnerable adults may be required to submit a satisfactory enhanced check from the Disclosure and Barring Service (DBS).
- Maximise income and minimise expenditure wherever possible.

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 in consultation with the post holder.

PERSON SPECIFICATION

Essential experience, knowledge and understanding

- Experience of supporting others to develop their skills
- Extensive experience of technical work in theatre including experience of the theatrical process:- rehearsals, fit ups, technical rehearsals, previews and get outs, for both produced and received work.
- A knowledge of a wide range of theatre sound equipment.
- Experience using Qlab.
- Experience with digital sound desks.
- Experience setting up and mixing live sound.
- Experience setting up projectors and video sources.
- Experience of counterweight flying, including using them during fit ups, show running and get outs.
- Experience of automated flying or an ability to quickly learn new computerised systems
- Good practical stagecraft skills.
- An understanding of how theatre sets are put together on stage.
- Experience using power tools.
- An ability to fault find within a sound system to solve any issues which might occur.
- A working knowledge of current Health and Safety legislation and how it applies to theatre.
- Experience of writing risk assessments.
- A commitment to advocating for, and supporting, a diverse workforce
- An ability to get on well with others, including other members of the department, creative teams and cast; understanding what is needed to create a safe and inclusive environment
- To have an excellent standard of verbal and written communication skills.
- Excellent IT skills.
- To be reliable, and able to be confident, assertive, and diplomatic.
- A willingness to work sometimes anti-social hours to deliver the best possible productions to our audiences.
- Ability to understand and interpret technical drawings, plans, models and other theatre documentation.

Desirable experience, knowledge and understanding

- Experience/Knowledge of:
 - staff appraisal,
 - staff supervision
 - team management.
- In depth knowledge of Digico sound desks.
- Experience running projection from a computer including mapping video on to set elements.
- Experience operating and using a Nomad automation system.
- Experience of carpentry, welding or other set building skills.
- A formal health and safety qualification.
- A full, clean driving licence

Main Terms and Conditions of Employment

Tenure:	This is a permanent contract, and is subject to probationary period of 3 months.
Reporting to:	Technical Manager
Salary & working hours:	<p>£31,199 per annum for 39 hours per week.</p> <p>This is made up of a basic wage of £27 040 for 35 hours per week plus a buy out of £4159 for an additional 4 hours per week.</p> <p>The length of the working week is variable, with hours annualised across the year.</p> <p>Get outs are paid in like with the UK Theatre – BECTU agreement, those hours do not count towards annualised hours.</p> <p>Overtime will be paid at single time extra for work on Sundays and Bank Holidays.</p>
Annual Leave:	<p>28 days per annum, pro rata (inclusive of all statutory English bank holidays) rising to 30 days after 3 years' service, and 33 after 5 years' service.</p> <p>Holiday year runs from 1 January – 31 December.</p>
Notice Period:	One week during probation; two 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 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.