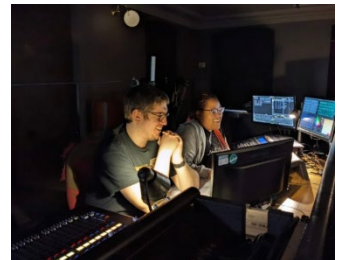


## CITZ FUTURES TRAINEESHIPS AT LIVERPOOL EVERYMAN & PLAYHOUSE

- **Company and Stage Management Trainee**
- **Director Trainee**



|                              |   |
|------------------------------|---|
| <b>Positions:</b>            | Citz Futures Trainees   |
| <b>Accountable to:</b>       | Head of Young People & Community  |
| <b>Term:</b>                 | This is a fixed term contract for 10 days' work over a period of 11 weeks between 6 <sup>th</sup> August – 4 <sup>th</sup> October 2024 |
| <b>Hours:</b>                | Approx. 1 - 2 days (8 hours) per week   |
| <b>Salary:</b>               | £120 per day (gross), for 10 days' work over 9 weeks  |
| <b>Location:</b>             | Liverpool Everyman Theatre, Hope Street Liverpool L1 9BH  |
| <b>Eligibility:</b>          | aged 18 - 30, Liverpool-based   |
| <b>Application deadline:</b> | 10am on Monday 1 <sup>st</sup> July 2024  |
| <b>Interview date:</b>       | Tuesday 9 <sup>th</sup> July 2024 and candidates may be invited back for a second interview on Tuesday 16 <sup>th</sup> July 2024       |

## About Cardboard Citizens

Cardboard Citizens creates work with and for people who have experience of homelessness, poverty, or inequity. We provide theatre/art/training that explores, interrogates, and challenges the injustices that are most alive in our world.

We aim to create space for people in society through engaging and unlocking the life changing and unlimited possibilities of theatre and art.

Cardboard Citizens are proud to move forward with Everyman Liverpool and Playhouse as an Associate Company for the period 23-26, during which time we will be seeking to collaborate to celebrate their 60th anniversary, marking a point in history. Cardboard Citizens will use their expertise and to increase diverse representation by supporting people with experience of poverty or homelessness into jobs, as well as increasing community connections.

## About the Liverpool Everyman & Playhouse



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.

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.

## **About Citz Futures**

Citz Futures is designed to create paid opportunities to support people to take their first steps into the theatre industry. Through part-time roles, trainees can gain hands-on experience of working in theatre alongside industry professionals to develop practical skills, knowledge, and networks.

Traineeships take place over 9 weeks and trainees then have access to mentoring and signposting support for up to a year to enable them to build on the experience gained through their traineeship and explore further progression pathways.

The programme aims to contribute to making the theatre industry more diverse, inclusive, and reflective of wider society and is therefore designed for people without significant prior work experience and with experience of homelessness, poverty, and inequity.

We are currently recruiting two trainees to work in the following departments at Liverpool Everyman & Playhouse.

### **Company Management and Stage Management Trainee**

The role of a Company Stage Manager is versatile and exciting! They have a wide range of responsibilities, from looking after wellbeing and accommodation, information sharing and file storing, prop research, making and sourcing, budget management, show documentation, calling shows (like conducting!), backstage safety and running technical rehearsals, to being a friendly and supportive shoulder to cry on.

The role requires excellent communication, attention to detail, planning and scheduling skills, discretion, a level head and an ability to be calm in a storm!

In this role you will learn about:

- What a Company Manager and Stage Management teams do and how they do it
- Working with the backstage team, creative team and actors
- Prop sourcing, making, settings and maintenance.
- Rehearsal and tech week scheduling
- Backstage terminology and practices
- Company wellbeing

### Director Trainee

The Director is responsible for creating a vision for a production and working with a team of creatives to make that vision a reality. Their goal is to bring the whole team together from the actors to the lighting designers to tell the story of the play in a compelling way. The role requires leadership, creative thinking, and excellent communication skills.

In this role you will learn about:

- The role of the Director in putting on a production
- The process of putting on a production from rehearsals to the first performance
- How a Director works with all the different roles in a creative and production team

### Traineeship schedule

*(Subject to change with reasonable notice)*

| August                   | Activity                             |
|--------------------------|--------------------------------------|
| 6 Aug                    | Inductions                           |
| w/c 12th August          | Inductions                           |
| Monday 19th August       | Rehearsals - First day of rehearsals |
| w/c 26th August          | Rehearsals                           |
| September                |                                      |
| w/c 2nd September        | Rehearsals                           |
| Friday 6th September     | Rehearsals - Set Build               |
| w/c 9th September        | Rehearsals                           |
| Friday 13th September    | Rehearsals - Tech day                |
| w/c 16th September       | Rehearsals                           |
| Wednesday 25th September | Rehearsals & Show time - Guest Night |
| w/c 30th September       | Evaluation day + Final Check Out     |

After the traineeship, trainees have access to mentoring and signposting support for up to a year to enable them to build on the experience gained through their traineeship and explore further progression pathways.

## **Person specification**

### **Essential**

- No previous work experience in the arts sector
- Lived experience of homelessness, poverty, or inequity
- 18 - 30 years of age
- Based in Liverpool City Region
- A keen interest in theatre and the arts, with some understanding of the distinct roles involved in a theatre company and/or arts charity
- An interest in developing a career in the arts sector
- Experience of collaborating with people from a range of backgrounds and experiences, and willingness to work as part of an inclusive team
- Commitment to learning new skills and open to receiving feedback
- Ability to take responsibility for personal development within the traineeship and beyond
- Reliable, good timekeeping and ability to commit to the traineeship schedule

### **Equal opportunities**

We actively encourage people from a variety of backgrounds with different experiences, skills, and stories to join us and influence and develop our working practice. By taking positive action around diversity (as permitted in the Equality Act 2010), we will guarantee interviews to eligible candidates who meet the essential person specification laid out above, and self-identify with any of the following groups that we have identified as underrepresented in our workforce and the wider cultural sector:

- People of African or Caribbean, South Asian, East and Southeast Asian, or mixed heritage, or part of the Global Majority (this includes but is not exclusive to people of Middle Eastern, Arab, Latinx, Jewish, Romany and Irish Traveller heritage).
- Candidates with lived experience of homelessness and/or poverty (including those at risk of homelessness)

- Deaf and/or disabled candidates
- Neurodivergent candidates
- LGBTQIA+ candidates
- Care experienced

## How to apply

To apply please send your short application (details outlined below) to [recruitment@everymanplayhouse.com](mailto:recruitment@everymanplayhouse.com) by **10am on Monday 1<sup>st</sup> July 2024**.

This is your chance to tell us about your interest in the Citz Futures traineeship. You can write, record or video your answers. Written applications should be no more than one side of A4. Video or audio files should be no more than 3 minutes and links to larger files can be sent via the email address above.

Please submit a short application outlining the following:

### About you

- Your name
- Email address
- Phone number

### About you and Citz Futures

Please tell us:

- What Citz Futures traineeship you would like to apply for
- Why you would like to take part and what you hope to learn
- How you feel you meet the essential person specification

Please also let us know:

- If you identify as one of the protected characteristics listed in the equal opportunities section
- If you have any problems with availability on the interview dates listed



Please complete this [equal opportunities monitoring form](#) which asks you for some personal information.

All responses are anonymous. Being able to gather this data is significant for us and our funders and will hopefully lead to further funding in the future. We thank you for your cooperation with this.

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 [recruitment@everymanplayhouse.com](mailto:recruitment@everymanplayhouse.com), 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.

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.