

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 **Monday 12th June 2023 at 9.00am**.

Applications should be sent to: recruitment@everymanplayhouse.com

Please also complete the equal opportunities monitoring form via <https://www.surveymonkey.co.uk/r/N69HWXH> ; 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 **19th June 2023**. 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.

2023/24 signals the first full programme curated by our Creative Director, Suba Das. Under his artistic leadership, 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

e&P 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.

Following our most successful Christmas ever, welcoming over 51,000 people to our two theatres, and with forthcoming new productions with Stockroom, Theatre Royal Plymouth, 20 Stories High and Graeae across our spaces, we now seek a dynamic, highly networked Executive Producer to help further grow our impact and success. Part of the Senior Management Team, and working closely with all management colleagues, the Executive Producer is responsible for the budgeting, delivery and evaluation of a world class produced programme which has seen E&P take confident steps forwards in inclusion and representation since the pandemic.

With new Associate Companies including 20 Stories High, Cardboard Citizens, Graeae, Homotopia Festival, New Earth and Talawa; and in a city which has restated its commitment to culture with the phenomenal programme created around Eurovision, the role offers an opportunity to be at the vanguard of popular, inclusive theatre-making in the UK, as we embark on a new three-year funding agreement with the Arts Council as part of the National Portfolio.

The successful candidate will be an experienced theatre producer with an understanding of both the challenges and opportunities currently facing our sector and the dynamism to create bold new productions at a range of scales that speak to our audiences here in Liverpool and beyond.

www.everymanplayhouse.com



Thank you to the City of Liverpool for its financial support

Executive Producer

Responsible to: Creative Director
Responsible for: Producer

Purpose of Role

- To support the Creative Director in identifying and generating a programme of produced work that realises the artistic vision and strategic ambitions of E&P, ensuring sustainability (environmental, financial and in terms of our human resource and staff well-being) and inclusion are at the heart of our programme.
- To proactively seek co-producers, investors and other strategic partners (locally, nationally and internationally) to ensure a diverse, year-round programme of produced work across all of our stages
- With the Creative Director, Marketing and Communications Director and Head of Young People and Community, support the creation and implementation of appropriate marketing and outreach strategies across our produced work, ensuring the theatre maintains a core audience and develops diverse audiences for the future.

Main Duties

- To lead produce (and support the Producer to line produce) all E&P productions, co-productions and tours, including
 - i. Leading on the planning, development, negotiation and management of productions, co-productions, tours and transfers, delegating to the Producer as required
 - ii. Top-level negotiations with creative teams and other talent, delegating day-to-day management of these relationships to the Producer.
 - iii. Work with the Head of Production to create detailed budgets and taking overall production budget responsibility
 - iv. Ensure the welfare of internal staff and visiting/freelance creatives and crew.
- Provide clear and effective line management to the Producer
- Take responsibility with the Communications Director and Finance Director, for setting E&P's income targets from the performance programme and for achieving these targets through good financial management, monitoring and reporting
- Work with the Finance Director and Head of Production on all touring and co-production budgets, agreeing terms and conditions for Theatre Tax Relief with co-producers and ensuring the best financial deals are in place for E&P.
- Work with the Programmer and Head of Production to ensure home-produced and visiting productions are appropriately scheduled, contracted and resourced across our theatres
- Where necessary support the Programmer in the contracting and management of touring productions
- Lead the organisation's production evaluation process, ensuring timely feedback from internal and external stakeholders and the implementation of actions arising.
- Support the Programmer, Young People and Community Producer, and wider Artistic Department in monitoring and updating budgets throughout the year
- Work with the Marketing and Communications Director and Head of Audience Experience to ensure integrated working between departments.

- Ensure effective internal communication with production teams, with co-producers and within the organisation
- Deputise for the Creative Director as necessary,
- Any other tasks as required

General

- Overseeing the work, performance and professional development of the Producer's 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
- 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 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.
- LMTT is committed to diversity and equality and expects all staff to be active in promoting diversity and supporting people to experience our work and buildings

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.

Main Terms and Conditions of Employment

Tenure: This is a full-time, permanent contract. It is subject to a probationary period of three months

Reporting to: Creative Director

Salary: £46 000 per annum

Hours: 40 per week. The postholder will be required to work during evenings and weekends. No overtime is paid but time off in lieu will given for hours in excess of the contracted 40 per week.

Annual Leave: 28 days pro rata per holiday year (1 January – 31 December) inclusive of all statutory English bank holidays.

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, Liverpool, but this post may require some regional and national travel.

Willingness to live in the Liverpool City Region will be required.

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.

Person Specification

Essential: the successful candidate will meet the majority of these requirements.

Desirable: the successful candidate should meet some of these requirements.

Essential	Desirable
Experience	
<ul style="list-style-type: none"> • Significant experience producing theatre of a variety of scales • Demonstrable experience of budgeting and monitoring production budgets and exercising financial control. • High-level experience of leading and managing artistic/producing teams. • Experience negotiating deals and contracts for both small- and large-scale projects 	<ul style="list-style-type: none"> • Casting experience and networks • Co-production/collaboration with a variety of partners and a robust network across the sector. • Experience of touring theatre • Experience of developing the commercial viability and exploitation opportunities for theatre productions, including through digital means • Experience of tour planning
Skills & Knowledge	
<ul style="list-style-type: none"> • Casting experience and networks • Co-production/collaboration with a variety of partners and a robust network across the sector • Experience of touring theatre • Experience of developing the commercial viability and exploitation opportunities for theatre productions, including through digital means • Experience of tour planning 	<ul style="list-style-type: none"> • Detailed understanding of Theatre Tax Relief and co-production contracting • An understanding of working within the terms of national union and trade agreements, in particular UKTheatre, BECTU, Equity & Musicians' Union • Knowledge of resource management software, such as Booked • Awareness of Health & Safety practice and procedures
Education, Training and Qualifications	
<ul style="list-style-type: none"> • No formal qualification required 	<ul style="list-style-type: none"> • Theatre, business or arts administration qualification.
Personal Attributes	
<ul style="list-style-type: none"> • A strategic leader who is able to contribute across the organisation and inspire others. • A commitment to artistic excellence and creating work that reflects and speaks to Liverpool's diverse communities • Able to solve complex problems. • Naturally entrepreneurial and able to identify and follow-up opportunities. • A strong team player and communicator who will work in partnership with other senior managers to achieve joint objectives. • Ability to manage multiple stakeholder relationships. • Highly detail orientated. • Be committed to achieving high standards with the resources available. • Commitment to equality of opportunity and staff development. • Flexible approach to working, including the ability to work unsocial hours. • Commitment to the work of the theatre. • A person who thrives under pressure and enjoys delivering against deadlines 	