

RECRUITMENT PACK

ASM for
Sleeping Beauty (panto)

Dear Applicant,

Thank you for your interest in York Theatre Royal and the post of

ASM for Sleeping Beauty (panto)

This is a freelance, fixed term contract for services which require candidates to have self-employed status.

The contract offered is from Thursday 07 November 2019 until Wednesday 29 January 2020 for the York Theatre Royal Pantomime of *Sleeping Beauty* written by Berwick Kaler.

Dates are as follows:

Rehearse in York from Monday 11 November 2019

Opens in York on Saturday 07 December 2019

Ends in York on Saturday 25 January 2020

To be considered for this post, please complete the application form that can be downloaded from the **Working Here** section of our website, plus the accompanying Equal Opportunities monitoring form, and return these to reach us by the closing date below. Either by post to:

Recruitment
York Theatre Royal
St Leonard's Place
York YO1 7HD

or email jobs@yorktheatreroyal.co.uk
(please remember that email is not a secure form of communication).

Closing Date: **Monday 17 June 2019**

Initial Interviews week commencing: **24 June 2019**

If you have any questions about the role, please contact the Administrator for York Theatre Royal on **01904 658162**.

We look forward to receiving your application.

About York Theatre Royal

York Theatre Royal is one of the region's most successful producing theatres welcoming more than 185,000 visitors each year to a unique 275 year old building in the heart of the beautiful and historic city of York.

Supported by Arts Council England and City of York Council, York Theatre Royal provides an exciting mixed programme of work in our 760 seat main house, 100 seat Studio Theatre and in amazing site specific locations throughout the city.

We have an international reputation for the outstanding quality of our own produced work and exciting long standing partnerships with many other creative organisations including Pilot Theatre and tutti frutti. We also welcome a range of the country's leading touring companies to York including Birmingham Royal Ballet, English Touring Theatre and English Touring Opera to offer a different perspective to our many audiences - yorktheatreroyal.co.uk.

We are an Equal Opportunities employer and actively encourage people from a variety of backgrounds, experiences and skill sets to join us. We are particularly keen to hear from Black, Asian and Minority Ethnic (BAME) and disabled candidates.



Mission, Vision and Values

York Theatre Royal is a brave creative hub at the heart of the city, and it is here for you.

These stages, buildings and our city will thrive with live theatre of exceptional quality made with you - the world's most exciting artists - with more of the world's most exciting artists.

We will be known and admired everywhere for our work with you.



OUR VISION

We endeavour for a world in which everyone has the opportunity to participate in first-rate live theatre, and recognises its potential to enrich their life.

OUR VALUES

We are welcoming

We are ambitious

We are sturdy

We are ambassadors for York

We celebrate the city's true diversity; it makes us bloom

We are creative in every context (except for accounting)

We pull together

We bust myths

We excel in every area



OUR AIMS

To celebrate the theatre as a producing house and to make as much theatre as possible in York.

To use our artistic identity and skills to establish new revenue streams with a view to resilience.

To enhance internal and external perceptions of the organisation

To forge new partnerships

To grow our audience, celebrating the true diversity of contemporary York and beyond.

Your Application

The application form is your opportunity to provide all the information we need to help us understand how you meet the requirements of the job, and plays an important part in the selection process helping us to shortlist candidates for interview, and as a basis for the interview itself. To ensure fairness to all applicants, short listing decisions are based solely on the information you supply on your application form.

Even if we already know you as current or previous employee, it is important that you complete the form in full.

All vacancies are accompanied by a job description and a person specification setting out the main duties and responsibilities of the post in the job description, and the knowledge, skills and experience we are looking for in the person specification.

Please read this information carefully as you will not be shortlisted for interview unless you meet the essential criteria described in the Person Specification.

Depending on the number of applications, it may not be possible to shortlist for interview all candidates who meet the Essential Criteria. However, as part of our commitment to the "Positive About Disabled People" scheme, we guarantee to interview all disabled applicants who meet the Essential Criteria.

Ensure you clearly state the full job title and type or complete your form legibly in black ink, to allow for photocopying.

We are unable to accept CVs so please do not attach your CV, references, or copies of educational certificates to your form. If there is insufficient room on the form in a particular section, you can simply attach an extra page and mark it clearly with your name and the job title, indicating the number of the relevant question.

The 'Additional Information' section of the form is where you make your case for the job and is your opportunity to tell us specifically why you wish to apply and what makes you a suitable applicant. You should include anything you feel would be useful in support of your application telling us as much as possible about yourself in relation to all the items listed in the job description.

Please remember that those involved in the selection process cannot make assumptions about you. - **tell us everything relevant to your application and complete all the sections on the form.**

DATA PROTECTION

Information provided by you as part of your application will be used in the recruitment process. Any data about you will be held securely with access restricted to those involved in dealing with your application and in the recruitment process. Once this process is completed the data relating to unsuccessful applicants will be stored for a maximum of 6 months and then destroyed. If you are the successful candidate, your application form will be retained and form the basis of your personnel record. By signing and submitting your completed application form you are giving your consent to your data being stored and processed for the purposes of the recruitment process, equal opportunities monitoring and your personnel record if you are the successful candidate.

EQUAL OPPORTUNITIES

Information provided by you on the Equal Opportunities Monitoring Form will be used to monitor our equal opportunities policy and practices. This part of the form will be detached from the main body of the application form and will not form any part of the selection process. York Theatre Royal seeks to employ a workforce that reflects the diversity of background and cultures within which we operate and to provide a working environment free from any form of harassment, intimidation, bullying, victimisation or discrimination. We will treat individuals openly and fairly with dignity and respect, and value their contribution towards providing a quality service to our customers.

All members of the organisation will be expected to adhere to these principles and we will challenge behaviour which is unacceptable, in particular on the grounds of gender, race, colour, nationality, ethnic or national origin, disability, religion, sexual orientation or marital status.

WORK PERMITS

Under the Asylum and Immigration Act, we are required to check that anyone taking up employment with us has the legal right to work in the UK. Successful applicants will be asked to provide us with documentary evidence to support their entitlement to work in the UK prior to taking up employment.

In the event of an offer of employment being made, we will take up references and reserve the right to validate all information entered on this form.

For further information about York Theatre Royal please go to yorktheatreroyal.co.uk

Good luck with your application!

Person Specification

ESSENTIAL

At least 2 years' experience as an Assistant Stage Manager (Application / Interview)

Good prop making skills (Application / Interview)

Excellent organisational and communication skills (Interview)

An excellent team player (Application / Interview)

A positive and motivated individual (Interview)

Enthusiastic, committed and passionate about the Arts (Application / Interview)

The ability to work to tight deadlines and prioritise work (Application / Interview)

Ability to work evenings/weekends (Application)

DESIRABLE

A full clean driving licence (Application)

First Aid training (Application)



Job Description

Job Title Assistant Stage Manager

Reports Company Stage Manager

Responsible to Company Stage Manager and Deputy Stage Manager

Location York Theatre Royal and any other places which may be appropriate.

MAIN FUNCTION OF JOB

To help create productions of the highest artistic standard by assisting the Company Stage Manager with the running of rehearsals and performances.

To make and obtain stage properties, furniture, and dressing.



Terms and Conditions

This is freelance, fixed term contract for services which requires self-employed status.

Fee

£450 per week (43 hour week, overtime as per Equity agreement). Subsistence £167 per week.

Hours of Work

43 per week over six days, except in designated production weeks when based on a 46 hour week, with evening, weekend or bank holiday work as required.

Overtime

Rates will be based on 1/43rd of the basic weekly wage, except in designated production weeks when based on 1/46th. All conditions as per Equity / UK Theatre agreement.

Holiday Entitlement

4 weeks per year or pro-rata for the weeks worked.

Probationary Period

1 month.

Notice Period Required

2 weeks, either side to be given in writing.



Main Duties

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To assist with the making, sourcing and providing of props, furniture and dressing in accordance with the Designers and Directors requirements.

To assist in the smooth running of rehearsals and performances.

To ensure all requests and concerns from the cast are dealt with, whilst taking positive steps to ensure that company morale is kept high.

To attend all meetings as required.

To cover 'on the book' duties, as required.

Other Duties

To establish and maintain effective working relationships with creative teams, departmental staff, colleagues, immediate line managers and senior management.

To maintain good standards of work, contributing to the department's safe, efficient, economic and high quality performance.

To adhere to the Theatre's Health and Safety Policies, according to current legislation and specific Theatre policy.

To represent the department as appropriate and represent the Theatre's best interests with suppliers, business contacts and the public.

To undertake any other appropriate duties which may be reasonably required by the Company Stage Manager or Head of Production & Buildings.

General

York Theatre Royal believes that the development of new audiences, especially younger audiences, is vital. All staff are expected to contribute in appropriate ways.

It is the responsibility of every member of staff to assist in presenting the York Theatre Royal to the public as a positive, efficient and welcoming organisation.