

2 March 2021

Dear Applicant,

Thank you for your interest in joining the team at Brighton People’s Theatre. Please find enclosed an application pack for the position of **Operations and Programme Manager**. The pack includes:

* Job Description
* Person Specification
* Application Form
* Equal Opportunities Monitoring Form
* Guidance for applicants

The closing date for receipt of completed applications is **9am on Wednesday 24th March 2021**. We regret that applications received after that time cannot be considered. Please submit applications, in no more than four attachments (the application form, equal opportunities form, your covering letter and your CV) by e-mail to: marina@brightonpeoplestheatre.org

Shortlisted candidates will be contacted by phone or email. The interviews will be **on Wednesday 31st March via Zoom.** Due to capacity we will only be able to provide feedback to shortlisted candidates.

We hope that this pack will help with any questions you might have about the application process. However, if you have any further queries, please email Marina Norris, Exec Director ([Marina@brightonpeoplestheatre.org](mailto:Marina@brightonpeoplestheatre.org))

We look forward to receiving your application and thank you for your interest in Brighton People’s Theatre.

Best wishes,



Marina Norris and Naomi Alexander

**Executive Director and Artistic Director**

Brighton People’s Theatre

**Brighton People’s Theatre**

**What do we do?**

Brighton People’s Theatre (BPT) was set up in 2017 with the aim to build a theatre company for the city, led by people of the city; particularly those who don’t traditionally engage with theatre. In 2015 The Warwick Commission stated that the wealthiest, best educated, least ethnically diverse 8% of the population are the main producers and consumers of publicly subsidised theatre. **We are focused on the 92%.**

Our vision is for a society where everyone who wants to can make and enjoy theatre. We’re driven by a deep conviction that the opportunity to make and engage with art is a human right.

We want to diversify the voices making theatre, and the audiences consuming it, we prioritise our resources on working in areas of high socio-economic deprivation in the City. Co-creation is at the centre of our work, we respond to the communities we work with and aim to build a company that is inclusive.

We partner with fantastic arts and community organisations including Trust for Developing Communities, Brighton Dome and Festival, Theatre Royal Brighton and Attenborough Centre for Contemporary Arts.

We have three main strands of activity to our work:

## Behind the Stage Doors

We offer workshops and experiences to increase knowledge of theatre, and its impact across our community. From hands-on theatre-making workshops to lunchtime pizza and a play readings.

**Taking Centre Stage**

Our productions place relevant, contemporary stories co-created with communities at the centre of theatre production in Brighton and beyond.

**Smoke and Mirrors**

Our research aims to discover and share more about the relationships held with contemporary culture by people from across different socio-economic backgrounds. We also evaluate our own ways of working and share this to encourage wider learning.

If all the world’s a stage, then theatre is for everyone. Curtain up. Come and play.

**Our Values**

## BPT is OPEN; We work with anyone who has an interest in theatre but prioritise working with people who have the fewest opportunities to engage.

## BPT is INCLUSIVE; We believe artistic expression has intrinsic value in all its forms. Our inclusive and friendly approach allows new ideas to emerge and be taken forward.

## BPT is COLLABORATIVE; Making art takes great courage, especially for someone taking their first creative steps. Our open approach allows bold ideas and thoughts to emerge naturally and then be explored and taken forward together.

## BPT is CELEBRATORY; We value the everyday, amplify diverse voices and work together to create moments of collective joy.

## BPT is TRANSFORMATIVE; We create and champion bold work which challenges imbalances of power and enables people to develop individual and collective agency.

## BPT is RELEVANT; We create and champion theatre that is socially engaged and relevant to people’s lives.

**Inclusion**

At BPT we strive to lead with our values and beliefs that enable our team to develop their potential and bring their full self to the workplace. Our workshop members come from all walks of life and so do we. We draw in our differences in who we are, what we have experienced and how we think so that we can produce an inclusive creative offer that speaks to everyone.

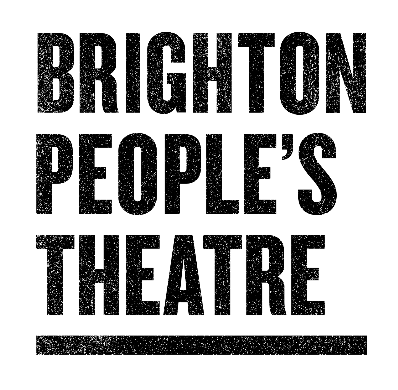
**Current activity**

We have been awarded funding from the Paul Hamlyn Foundation to expand our workshop programme across Brighton & Hove and undertake organisational development work. We will:

* Expand our current workshop programme to 6 weekly workshops across the City
* Run monthly play readings and theatre clubs
* Reach over 100 people a week by the end of 2021
* Test and evolve our co-creative practice in both theatre workshops and in how we develop the organisation
* Establish an organisational structure that has capacity to grow; evolving our systems, policies and ways of working
* Increasing our fundraising and diversifying our sources of income
* Transfer from being a Community Interest Company to a Community Interest Organisation
* Increase the capacity of our Board, including recruiting new members
* Work in partnership with arts and community development organisations within the City and beyond to increase our reach and impact for our members

We are also fundraising to undertake the Research and Development of a new production for the company.

To support all this work, Brighton People’s Theatre is looking for a motivated, flexible and organised Operations and Programme Manager to join the company at a key point in its development. Currently the role is confirmed at 4 days a week until December 21, we anticipate an extension beyond this date but the length of contract and number of days are dependent on fundraising.

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**Brighton People’s Theatre Application Form**

**Before completing this form, please read the accompanying Guidance Notes.**

Post applied for:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Are you applying for a job share? |  | Yes |  | No |

**PERSONAL DETAILS**

|  |
| --- |
| Title: |
| Surname: | Other names: |
| Address:  Postcode: | |
| Home telephone number: | Work telephone number: |
| Mobile telephone number: | E-mail address: |

**Please complete this and the following sheets and send your CV (no longer than 1 page of A4) and a covering letter with your name clearly stated at the top (no longer than 2 pages of A4) outlining:**

* Why you are applying for this position and,
* Drawing on your personal and work experience, education and training, how you meet the requirements set out in the person specification and job description.

**REFEREES**

Please provide details of two people, not related to you, who will provide an employment reference for you. One of these must be your current or most recent employer if you are not currently employed. The other should be a referee who can express a professional opinion on your work and your ability to perform the job for which you are applying.

|  |  |
| --- | --- |
| Name of referee: | Name of referee: |
| Name of organisation: | Name of organisation: |
| Occupation: | Occupation: |
| Address:  Postcode: | Address:  Postcode: |
| Email: | Email: |
| Contact number: | Contact number: |
| Relationship to you: | Relationship to you: |

May we request a reference May we request a reference

|  |  |  |  |
| --- | --- | --- | --- |
|  | at any time |  | at any time |

|  |  |  |  |
| --- | --- | --- | --- |
|  | only after an offer of employment |  | only after an offer of employment |

Please provide details of any special arrangements or adjustments you would require to enable you to participate in our selection process effectively.

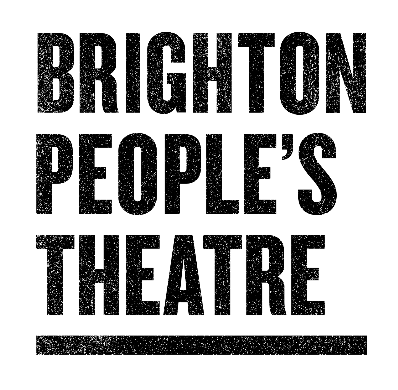
In order to comply with the Immigration Act 1996 we are required to see proof of your right to work in the UK. This will be requested once an offer of employment has been made. However, if you require a work permit in order to work in the UK please indicate by ticking this box: 

Please provide details of any unspent convictions or cautions you have under the terms of the Rehabilitation of Offender Act, 1974. Offences resulting in licence endorsements should be disregarded. Failure to disclose such information may result in dismissal or disciplinary action by Fuel Theatre Services Ltd. This information will be treated as confidential and will not necessarily preclude you from employment.

**DECLARATION**

To the best of my knowledge the information on the application form and equal opportunities monitoring form is correct.

Signed: Date

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**GUIDANCE NOTES FOR APPLICANTS**

These notes are intended to help you to participate in the selection process as effectively as possible by providing us with all the information needed to demonstrate how you meet the requirements of the job. Please read these notes carefully before completing your application form.

**REVIEW THE CONTENTS OF THE APPLICATION PACK**

The application pack includes a full job description with a person specification. If these documents have been omitted from your pack, please call us to obtain copies. The purpose and key tasks and responsibilities of the position are set out in the job description. The knowledge and experience and skills and attributes we are looking for in the successful candidate are listed in the person specification. It is important to read carefully all the information in the application pack before completing the form.

**COMPLETING THE APPLICATION FORM**

**General Points**

* Please send no more than 3 attachments in your email application (this form, your supporting letter and CV).
* Please limit your CV to one page and your supporting letter to two pages.
* Please return via e-mail.

**Working through the form**

* If you are applying for a job share, please tick the relevant box on the application form. Each individual will need to complete a separate application form.
* Think about what evidence you can provide to demonstrate you have the necessary knowledge, experience, skills and attributes to do the job. You may also want to include voluntary/unpaid work experience, or experience gained in a role of responsibility in one of your leisure pursuits if this is relevant to the requirements of the job.
* The covering letter is particularly important. This is where you make your case for why you wish to apply for the job and what makes you a suitable applicant.  
  In this section it is important that you provide us with evidence to demonstrate that you possess the knowledge, experience, skills and attributes required as set out in the **person specification** for the job. It is not sufficient to merely state that you have the knowledge, experience, skills or attributes required, you will need to provide specific examples of what you have done and how you believe this demonstrates you meet each requirement.
* It is important to remember that those involved in the selection process cannot guess or make assumptions about you. Make sure you tell us everything relevant to your application and that you complete all the sections on the form.
* Do not forget to proof-read your form and check for any errors before returning it to us. Before sending in your form, it is advisable to take a copy for your own reference.

Applications received after the closing date cannot be considered.

**SHORTLISTING**

Shortlisting will take place as soon as possible after the closing date and is always carried out by at least two people.

If you have not heard from us within two weeks of the closing date, you should assume that your application has been unsuccessful on this occasion. We aim to offer feedback to all applicants but cannot guarantee this and it will be dependent on the amount of applications we receive.

If you are shortlisted, we will contact you by telephone or email to invite you to interview. This may include carrying out a selection exercise to test your ability to carry out specific requirements of the job.

In some instances it may be necessary to hold the selection process in two stages and applicants may be called back for a second interview. You will be given full details about the arrangements if it is decided that a second round of interviews is necessary.

All offers of employment at Brighton People’s Theatre are made subject to receipt of satisfactory references. Additionally, 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. All successful applicants will, therefore, be asked to provide us with documentary evidence to support their entitlement to work in the UK prior to taking up employment.

**DATA PROTECTION ACT, 1998**

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 12 months and then destroyed. If you are the successful candidate, your application form will be retained and form the basis of your personnel record. Information provided by you on the equal opportunities monitoring form will be used to monitor Brighton People’s Theatre’s equal opportunities practices. By 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.

**Good luck with your application!**