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17 November 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 B**usiness Development Manager**. The pack includes:

* Brief for the role
* Person Specification
* Equal Opportunities Monitoring Form
* Guidance for applicants

The closing date for receipt of completed applications is **9am on Monday 6th December 2021**. We regret that applications received after that time cannot be considered. Please submit applications, in no more than four attachments (the equal opportunities form, references, your covering letter and your CV) by e-mail to: fran@brightonpeoplestheatre.org

Shortlisted candidates will be contacted by phone or email. The interviews will be **on Monday 13th December 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)

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

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**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 enjoying 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.

**Current activity**

Thanks to funding from Paul Hamlyn Foundation and Arts Council England we have expanded our workshop programme across Brighton & Hove and are about to undertake R&D for a new show.

To support the future of this activity, Brighton People’s Theatre is looking for a motivated Business Development Manager to join the company for a period of 7 months initially. This is a great time to be joining this growing company.

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**If you are interested in this contract please 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 contract and,
* Drawing on your personal and work experience, education and training, how you meet the requirements set out in the brief

We would especially like to hear from people who are from less well-represented groups in the arts sector, including people from Working Class backgrounds, Global Majority, Deaf & disabled and LGBTQIA+ communities.

**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.

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| --- | --- |
| 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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**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. If you are shortlisted, we will contact you by telephone or email to invite you to interview.

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 contracts 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!**