

THE  
WORLD FAMOUS  
A PLAY A PIE  
AND  
A PINT

GLASGOW LUNCHTIME THEATRE  
PRODUCTION COORDINATOR [fixed term]  
APPLICATION PACK

**Contents:**

Mission and Company Information p2-4

Job Description p4-5

GLT Equal Opportunities Policy p6

Further information on the company can be found through our website  
[www.playpiepint.com](http://www.playpiepint.com)

*A lunchtime institution has launched careers and changed the landscape of Scottish theatre.*  
The Guardian

Thank you for your interest in the post of Production Coordinator with Glasgow Lunchtime Theatre's, A Play, a Pie and a Pint. We are seeking a motivated and skilled person to fill this important post.

Application deadline: **10.30am on 28<sup>th</sup> July 2021**

Interviews will be held on **3<sup>rd</sup> August 2021**. We would like the new Production Coordinator to join us for the new season. Please indicate when you would be able to start in your application. As a result of the current Covid pandemic we will be confirming if we will be conducting interviews via zoom or in person on confirmation of interview.

**Please send applications by email only, marked PRODUCTION COORDINATOR APPLICATION to [playpiepint@oran-mor.co.uk](mailto:playpiepint@oran-mor.co.uk)** if you would like to ask any questions about the post in advance of submitting your application, please email the same address marked PCO QUERY

This is a fixed term contract for a 43 week period at a rate of £435 per week, plus holiday pay [£474 p/w].

16 weeks Autumn season – starting on or around 16<sup>th</sup> August ending 4<sup>th</sup> December 2021  
27 weeks Spring season – starting 17<sup>th</sup> January ending 23<sup>rd</sup> July 2022

There is potential for extension of contract to work on GLT's pantomime productions.

The hours of work are up to 40 hours per week and are flexible according to the needs of the business. The nature of the position (i.e. freelance or PAYE) is flexible and will be adapted to the successful candidate's requirements

**Application is by CV (inc 2 references) and a letter of application explaining why you're an appropriate candidate for this post**

*One of the most magical theatre initiatives of the last decade. The Scotsman*

### **Mission**

Glasgow Lunchtime Theatre seeks to produce and promote high quality new plays from Scotland, the UK and the rest of the world and to present them in an accessible way to the people of Scotland, with affordable ticket prices and in an informal setting. We concentrate on quality writing and performance. Our plays intend to entertain, educate and inform audiences by exploring a wide range of subject matters. We aim to collaborate with the best artists, co-producers and venues in Scotland and from other parts of the UK and internationally. We support artists right through their careers, presenting work from new and mid-career artists as well as producing the work of established writers and actors. We are committed to facilitating the presentation of this work as widely as possible.

### **About the Company**

Founded in 2004 by David MacLennan, A Play, a Pie and a Pint produces the most new writing of any theatre in the UK. After running for 17 years, the core principles remain

steadfast: to present a new play every week at lunchtime which lasts for under an hour with a pie and a pint included in the price of every ticket.

A Play, a Pie and a Pint produces more than 30 new plays a year across two seasons (under normal circumstances) at Òran Mór in the West End of Glasgow, as well as a Summer and a Christmas pantomime. We work in association with other theatres including The Traverse Theatre, Aberdeen Performing Arts and The Beacon in Greenock to present our works to a variety of audiences across the country.

We strive to nurture new talent and to platform emerging voices. We work with a large number of writers, actors and directors each season, all with different levels of experience, from well-known actors to first time playwrights. We operate an open script submissions service administered by Playwrights' Studio Scotland, meaning that anyone can submit a script to us to be considered for production. We work as a small core team to deliver a large output of work.

Since beginning as an experiment, the organisation has grown considerably over the past seventeen years, and it is now widely considered to be an established part of the Scottish theatre industry:

- To date we have produced over 500 plays.
- We have produced the first professional theatre productions of many first time playwrights including: David Ireland, Daniel Jackson, Denise Mina, Alan Bissett, Gerda Stevenson, Jenny Knotts, Lesley Hart, Lorna Martin, Claire Nicol, Taqi Nazeer, Kim Millar and David Gerow.
- Many of our previous plays have gone on to have other lives such as Fringe runs or developed into larger pieces.
- Six of our plays were filmed and broadcast on the BBC for the first time in 2019.
- Volume one including six of our plays were published in an anthology in 2020 by Salamander Street
- We work regularly with other venues, presenting our works in association with The Traverse, Aberdeen Performing Arts and The Beacon. We are constantly looking out for new opportunities for partnerships to enable A Play, a Pie and a Pint to reach new audiences.
- The popularity of A Play, a Pie and a Pint has grown steadily over the years and in Autumn 2019 we averaged a daily audience of 165 people.
- We have featured many well-known actors on our stage such as Robbie Coltrane, Blythe Duff, David Hayman, Elaine C. Smith, Karen Dunbar, Sam Heughan and Bill Paterson as well as launching the careers of many new performers.
- We work closely with many educational institutions to provide work placement and learning opportunities including the Royal Conservatoire of Scotland, the University of Glasgow and New College Lanarkshire

- The model of A Play, a Pie and a Pint has been replicated throughout the world
- We are a Regularly Funded Organisation through Creative Scotland

*What's not to enjoy? The Herald*

\*

### **Production Coordinator Job Description**

The Production Coordinator will work collaboratively and across departments to help realise all A Play, a Pie and a Pint productions, utilising a range of Production centred skills, including stage & company management, crewing, venue liaison and people skills to help the company to run smoothly on a day-to-day basis.

**Reports to:** Artistic Director & Producer

**Key Working Relationships:** Design Team, seasonal Production Assistant, Producer, Assistant Producer, Artistic Director, freelance directors, writers and cast members

Personal Specification:

- An enthusiastic and highly motivated individual who will relish the unique environment of A Play, a Pie and a Pint and the challenges and opportunities that it presents.
- An individual that is experienced in working within a theatre production setting, who will work hard to deliver across a number of traditionally devolved roles and across multiple productions.
- Happy to work on an individual basis and alongside a team

Essential Skills and Experience include:

- 3+ years experience working within a theatre production environment
- Experience in leading the management of fit ups and get outs
- Experience of successfully managing staff
- Knowledge of and experience in delivering risk assessments and H&S procedures within a rehearsal and theatre production setting
- A strong commitment to developing emerging talent within a production setting
- Demonstrable experience in liaising with and transporting sets within and between venues
- Experience in managing, maintaining and delivering within a tight budget
- Proactive and flexible, able to prioritise and responding quickly to a changing environment
- Excellent communication and problem solving skills
- Calm under pressure
- The ability to work both closely as a team and to be self-motivated
- A love of the arts and a knowledge of and genuine enthusiasm for the work of A Play, a Pie and a Pint

Desirable skills:

- Experience of making sets, props, costumes
- Experience as a professional company, technical or stage manager
- Experience of industry and of working within a producing theatre company

Responsibilities**Productions:**

- Manage the fit up and get out of the show on a daily basis
- Ensure the fit up and get out of the show on Mondays runs smoothly, in collaboration with the Design team and other lunchtime theatre staff
- Support the design and making team when required with the acquirement or making of set, props and costumes for upcoming productions
- Drive vans/organise transportation for set/props as required
- Serve as liaison with other venues on the design and transportation of sets and costumes for PPP shows travelling to and from other venues
- Help manage the storage, hire and returns of sets and costumes, as necessary
- Oversee risk assessments and the health & safety of all our companies within the work place
- Provide mark-ups in the rehearsal rooms

**Company Management:**

- Oversee compliance across all production activities ensuring Covid-19 recommended guidance, work place polices and health and safety practices are in place and are up to date
- Serve as a liaison working alongside the Producing team to ensure performing companies and rehearsal companies have smooth lines of communication and are well looked after
- Line manage seasonal Production Assistants
- Communicate any concerns related to staffing to the Artistic Director and Producing team

**Venue:**

- To act as liaison between Glasgow Lunchtime Theatre and Oran Mor on shared issues such as equipment hire/purchase/storage etc
- To liaise closely with the Venue Manager and Venue Technical Manager
- To liaise with Oran Mor's venue staff on issues surrounding health and safety and fire evacuation for A Play, A Pie and A Pint
- Liaise with the Artistic Director, Producer and Assistant Producer on all staging requirements with regards to capacity, audience experience, health and safety etc.
- Potential to work on Oran Mor pantomime productions in agreement with the GLT Producer

**General:**

- Manage and deliver any relevant production receipts in a timely manner
- Attend company meetings
- To adhere to the company's equalities framework
- To adhere to the company's discipline and complaints procedure
- To adhere to the company's environmental policy
- Any other reasonable duties as requested by the Artistic Director and/or Producer

## EQUAL OPPORTUNITIES POLICY

**The aim of this policy is to communicate Glasgow Lunchtime Theatre's commitment to the promotion of equality of opportunity within the organisation's policies and practises.**

It is our policy to provide employment equality to all, irrespective of:

- Gender, including gender reassignment
- Marital or civil partnership status
- Having or not having dependants
- Religious belief or political opinion
- Race (including colour, nationality, ethnic or national origins)
- Disability
- Sexual orientation
- Age
- Social or economic background

This includes the permanent staff of Glasgow Lunchtime Theatre, the Board of Directors, groups or companies employed by, or collaborating with Glasgow Lunchtime Theatre. This policy covers all areas of the company's work including management, employment, policies, terms and conditions of service, marketing and publicity and any contact with the public.

This policy, in accordance with equal opportunities legislation, will ensure that every employee and collaborator, potential or actual, and all members of the public that have contact with Glasgow Lunchtime Theatre, will be regarded and treated as an individual.

Glasgow Lunchtime Theatre is committed to:

- Promoting equality of opportunity for all persons
- Promoting a good and harmonious working environment in which all persons are treated with respect
- Preventing occurrences of unlawful direct discrimination, indirect discrimination, harassment and victimisation
- Fulfilling all legal obligations under the equality legislation and associated codes of practice
- Complying with our own equal opportunities policy
- Regarding all breaches of equal opportunities policy as misconduct which could lead to disciplinary proceedings

As a theatre company Glasgow Lunchtime Theatre aims to always produce and stage their work in buildings or settings accessible to all.

All permanent positions will be advertised. All documentation relating to permanent positions within Glasgow Lunchtime Theatre, including Job Description and Person Specification, will be completed before the post is advertised.

Any person who feels they have not been treated equally as an employee or potential employee of Glasgow Lunchtime Theatre should inform the Board of Directors of their complaint, who will investigate the matter.

Glasgow Lunchtime Theatre is committed to this policy as a company, but also as a group of individuals who will personally ensure that this policy is implemented in all areas of our work.