

THE
WORLD FAMOUS
A PLAY A PIE
AND
A PINT

**GLASGOW LUNCHTIME THEATRE
PRODUCER APPLICATION PACK**

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Further information about the company can be found on our website 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 Producer with Glasgow Lunchtime Theatre's, A Play, a Pie and a Pint. We are seeking a talented and skilled person to fill this important post.

Application deadline: 10.30am on **Monday 15th August 2022.**

Interviews will be held on **Saturday 20th August 2022.** We hope the new Producer will join us in the Autumn season. Please indicate when you would be able to start in your application

Interviews will be held in person with Artistic Director Jemima Levick and Board member, Ed Crozier.

Please send applications by email only, marked PRODUCER APPLICATION to info@playpiepint.com if you would like to ask any questions about the post in advance of submitting your application, please email the same address marked PRODUCER QUERY

This is a full time fixed term contract for two years (to be reviewed thereafter) at a rate of £28,500 per annum.

The hours of work are for 35 hours per week, and are flexible, although regular attendance is required. 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, 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 18 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 at Òran Mór in the West End of Glasgow. We regularly work in association with other theatres including The Traverse Theatre and Aberdeen Performing Arts as well as new partners such as Dumfries & Galloway Arts Festival, Mull Theatre and Ayr Gaiety, to present our works to a variety of audiences across the country.

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 eighteen years, and it is now widely considered to be an established part of the Scottish theatre industry:

- 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. New partnerships are always being developed and we anticipate that by 2023 we will regularly presenting work across eight local authorities.
- The popularity of A Play, a Pie and a Pint has grown steadily over the years and in the past year we have averaged a daily audience of 150 people.
- We have featured many well-known actors on our stage such as Johnathan Watson, Karen Dunbar, Robbie Coltrane, Blythe Duff, David Hayman, Elaine C. Smith, 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 and the University of Glasgow.
- We are a Regularly Funded Organisation through Creative Scotland and look forward to submitting a revised RFO application in the next 12 months.

What's not to enjoy?
The Herald

Producer Job Description

The Producer will work collaboratively with the Artistic Director to help realise the work of A Play, a Pie and a Pint, utilising a range of creative and entrepreneurial skills to help drive the company forwards.

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 experienced Producer who will support and develop the work of artists in Scotland and beyond, and A Play, a Pie and a Pint's role within that.

Essential Skills and Experience include:

2+ years experience working as a senior Producer

Demonstrable administrative and strategic planning skills

Excellent financial and budget management abilities and experience

Experience in leading on and implementing marketing and audience development strategies

Experience of managing and developing staff

Experience of contracting and negotiation

Excellent communication skills

A strong commitment to Equal Opportunities and making the arts accessible, diverse and inclusive for all

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:

A successful track record in fundraising from diverse sources and a creative approach towards financing projects

Management of ticketing systems

Experience of working within a producing theatre company

Experience of working with Xero

Responsibilities

Producing and Administration

Work alongside the Artistic Director to deliver the programme and artistic objectives of the company, including maintenance of appropriate business models and ways of working that benefit A Play, a Pie and a Pint

Lead on administrative aspects of the company's work, including the day to day running of PPP and overseeing the work of the Assistant Producer

Liaising as appropriate with the Òran Mór staff team on operational aspects of A Play, A Pie and A Pint

Facilitating communications with upcoming directors and companies to ensure a smooth rehearsal and production process

Responsible for drawing up and distributing all contracts for co-presenters, writers, actors, directors and additional creatives

Read scripts, attend read-throughs and runs of shows as required

Supervise the tech/dress on Monday morning, as required

Personally introducing the show in performance, as required.

Facilitating communications with co-presenting venues, including liaisons to ensure smooth transfer of shows

Oversee management of ticketing systems and daily capacity

Liaising with the venue staff at Òran Mór on aspects of front of house and health and safety pertaining to Glasgow Lunchtime Theatre

Advising, where appropriate on the production two pantomimes annually on behalf of Òran Mór

Financial Management and planning

Responsible for completing and signing off company time sheets, and compiling weekly payment schedule for finance dept to ensure payment of wages for freelancers

Draw up, monitor and report on company finances, including annual and seasonal budgets and cash-flow for all company activities

Liaise with auditors on the annual accounts process, tax relief claims and other financial activities
 Where necessary provide financial reports and monitoring information in order to maintain relationships with external stakeholders, including Creative Scotland
 Maintain relationships and provide reports where necessary for internal stakeholders, including taking minutes of board meetings, and where appropriate reporting on financial and producing matters, ensuring the smooth running of board communications
 Liaising with co-presenters/other venues on financial and co-presenting agreements, including contracts, invoices and smooth communication
 Work to ensure risk assessments and appropriate H&S is in place in collaboration with the Production Coordinator and staff team at the Òran Mór
 Working with the Artistic Director to ensure good staff communication and regular team meetings
 Supporting the Artistic Director in seasonal debriefs and ongoing organisational evaluation
 Work on development strategies and funding applications to generate, maximize and diversify income, in collaboration with the Artistic Director | CEO
 Ensuring legal compliance to Companies House and OSCR

Marketing

Lead on the development and implementation of the company's marketing and audience development strategy
 Line manage the Marketing Officer and work in collaboration with the Òran Mór's web Content and Social Media Manager ensuring smooth running of all marketing and press activities, as well as social media and website updates
 Stay abreast of new marketing innovations relevant to the arts and audience development opportunities
 Oversee press/complimentary ticket requests.

General

Apply discretion at all times when liaising with company members and representing the organization externally
 Deputise for the Artistic Director as and when required
 Attend other theatre shows and keep abreast of arts developments in Scotland
 Any other reasonable duties as requested by the organisation

It's been an extraordinary Spring Season at A Play, A Pie And A Pint in Glasgow. Twenty weeks, 20 plays from all over Scotland, and not a single one lost to Covid, despite one or two performances cancelled; and what's more, many of them have been outstanding pieces of work

The Scotsman

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.