

THE  
WORLD FAMOUS  
A PLAY A PIE  
AND  
A PINT

**GLASGOW LUNCHTIME THEATRE  
ASSISTANT PRODUCER APPLICATION PACK**

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Further information about the company can be found on 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 **Assistant 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 23<sup>rd</sup> January 2023**.

Interviews will be held on **Friday 27<sup>th</sup> January 2023**. We hope the new Assistant Producer will join us as soon as possible. Please indicate when you would be able to start in your application

Interviews will be held in person with Producer Li Kennedy and Artistic Director Jemima Levick.

Please send applications by email only, marked **ASSISTANT PRODUCER APPLICATION** to [info@playpiepint.com](mailto: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 ASSISTANT PRODUCER QUERY.

This is a full time fixed term contract for 1.5 years (or 18 months to be reviewed thereafter) at a rate of £23,000 per annum.

The hours of work are for 35 hours per week. 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 covering 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 early-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 19 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 nineteen 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, Frances Poet, Daniel Jackson, Denise Mina, Gerda Stevenson, 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.
- 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 Ayr Gaiety. New partnerships are always being developed and by 2023 we will regularly presenting work across eight local authorities across Scotland.
- 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.

*What's not to enjoy?*  
The Herald

## **Assistant Producer Job Description**

The Assistant Producer will work with the Producer and the Artistic Director to help realise the work of A Play, A Pie and A Pint, utilising a range of skills in general administration and people management to help ensure the smooth running of the company.

### 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.

The role would suit a new graduate or early career Producer who is keen to support the development of more than 30 plays per year and get unparalleled hands-on experience at the UK's most prolific producing venue for new work.

### Essential Skills and Experience include:

Excellent communication skills

Demonstrable administrative skills, including database management

Experience with casting and liaising with agents

Experience of contracting

Exceptionally organised and able to prioritise work load in a busy working environment

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:

Experience of working within a producing theatre company

Experience of working with Xero

Experience of working with payroll

### **Production Administration and Company Management**

- Assist the Producer and Artistic Director where necessary to deliver a successful programme
- Facilitate casting processes in liaison with the directors, writers and carrying out availability checks, setting up auditions (including open auditions) and liaising with agents as required
- Liaising with upcoming directors prior to rehearsal about their requirements
- Support the drawing up and distribution of contracts (once terms are agreed), new start forms, EDI data as well as the collation and processing of that information
- Distribute and maintain accommodation lists and advise on sub payments, where necessary
- Occasionally arrange travel/accommodation
- Compiling contact lists for companies
- Print scripts as required
- Assist in ensuring a smooth running rehearsal process, supporting companies, serving as a liaison between departments and companies throughout rehearsals and production
- Attend read-throughs and run of shows as required
- Introduce the show in performance as required
- Support the Producer and Box Office with queries as necessary
- Where necessary, support the Producer to ensure a smooth transfer of shows to other venues
- Arrange complimentary tickets for company members

- Collate and print programmes, as required
- Opportunity to lead on Summer and Winter pantos

### **General Administration**

- Day to day running of administrative procedures, serving as the first point of contact for the organisation for general enquiries, answering all queries relating to A Play, A Pie and A Pint via website, phone and email
- Ensuring good presentation and maintenance of the office environment and adherence to health and safety
- General Office management, including ordering stationary supplies for the office and rehearsal spaces where needed
- Maintaining membership and subscriptions to industry bodies where appropriate
- Supporting the Producer where necessary, to ensure the company's legal compliance to Companies House and OSCR
- Supporting day to day business, in terms of database management (inc. script and casting submissions etc)
- Supporting the Producer with financial procedures where appropriate (inc. Xero)
- Processing of payslips and Equity pension contributions
- Apply discretion at all times when liaising with company members and representing the organisation externally.
- Deputise for the Producer when required.
- Attend other theatre shows and keep abreast of arts developments in Scotland.
- Any other reasonable duties as requested by the Artistic Director and Producer

**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.