

THE
WORLD FAMOUS
A PLAY A PIE
AND
A PINT

Glasgow Lunchtime Theatre

Designer 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**

Introduction

Thank you for your interest in the post of Designer 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.

This is a full-time fixed term contract for one year at 35 hours per week. Hours are flexible, but regular attendance in person will be required in order to fulfill the requirements of the role. As such, you will be expected to spend the majority of your time at our workshop and rehearsal space in central Glasgow, and some of your time in and around our performance and office space in the West End of Glasgow. Some weekend work will be required.

This is a salaried position at a rate of £25,500 per year.

The new Designer must be in place by 5th August. Please indicate your ability to meet that start date within your application.

Application deadline: 11am on Monday 24th June 2024.

Interviews will be held on Monday 1st July in Glasgow, and will be held in person with Producers Sarah Cruickshank and Li Kennedy, and Production Coordinator Sam Ramsay. We are not in a position to provide financial assistance for travel.

We are committed to an accessible recruitment process within the current capacity of the organisation, and we welcome alternative application formats as well as access documents. Please get in touch at info@playpiepint.com if you have questions about this.

In order to apply, please submit all of the following:

- An up-to-date CV.
- A portfolio of your previous production design work.
- A cover letter of no longer than one side of A4 or video/audio recording of no longer than three minutes, detailing your experience and suitability for the role with reference to the person specification.
- A completed Equal Opportunities Monitoring Form ([provided here](#)).

Please send applications by email only, marked DESIGNER APPLICATION to applications@playpiepint.com

If you would like to ask any questions about the post in advance of submitting your application, please email info@playpiepint.com with the subject-heading DESIGNER ROLE QUERY.

Mission

We serve as the beating heart of new work for Scotland, and while we are small in scale, what we do is big in impact, serving as the most prolific producer of new plays in the nation. We present a fifty-minute new play at lunchtime with a small cast, nurturing a culture of new play attending for every adult in Scotland. We want our audiences to trust that attending new plays are for them, no matter what their relationship with or history of theatre going, A Play A Pie and A Pint is truly accessible and has something for everyone.

The outcome is a world premiere every week, incorporating eclectic themes and genres (drama, comedy, mini-musical, thrillers, etc.) creating a short form theatrical canon of popular and accessible plays for a diverse range of audiences.

We are a home for all theatre makers, nurturing emerging, current, and future Scottish talent. And we are an essential and exciting theatre company, rooted in the West End of Glasgow, reaching across the nation.

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 20 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 at least 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, Macrobert Arts Centre, 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 20 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 Ayr Gaiety. New partnerships are always being developed and we anticipate that by 2025 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, Queen Margaret University, and the University of Glasgow.
- We are a Regularly Funded Organisation through Creative Scotland and have recently submitted an extensive Multi-Year Funding application spanning 2025 through 2028.

One of the most magical theatre initiatives of the last decade.

- **The Scotsman**

Job Description

The Designer will work collaboratively within the Design & Production team and with incoming creative teams to help realise the work of A Play, a Pie and a Pint, using a range of creative and practical skills to elevate the production values of our shows and ensure each production is of the highest quality for audiences.

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 right candidate will be quick on their feet, with the ability to make firm and fast decisions in a demanding and fast-moving working environment at the UK's most prolific producing company for new work.

Essential:

- 2+ years' experience of working as a Designer at small-scale theatre/touring level.
- A demonstrable successful track record in design on a range of productions.
- Experience in leading on and implementing designs to time and within budget.
- Excellent skills in either costuming, set construction, scenic painting, and/or prop making.
- Excellent budgeting and planning skills.
- Excellent communication skills.
- Excellent time management skills.
- Able to work both closely as a team and to be self-motivated.
- Able to work under pressure in a fast-paced environment.
- Able to multi-task, juggling multiple projects in unison, at different stages of production.
- Excellent interpersonal skills and able to work with a range of personalities.
- A love of the arts and a knowledge of, and genuine enthusiasm for, the work of A Play, A Pie and A Pint.

Desirable:

- Experience of working in a fast-paced producing theatre company.
- Experience in or strong commitment to sustainable practice in line with The Theatre Greenbook.
- In-date driving license, and confidence in driving a van when necessary.
- In-date First Aid Training certification.

Responsibilities

Design:

- Design and build sets for each new production at A Play, A Pie and A Pint within agreed budgets.
- Source or make all props and costumes for each new production at A Play, A Pie and A Pint within agreed budgets.
- Liaise closely with all Directors to communicate and deliver the best possible design for their production, including in-rehearsal meetings.
- Manage weekly production budgets, including tracking of receipts.
- Liaise with the Production Coordinator on all staging requirements with regards to set build, audience layout, health and safety, onward touring etc.
- Make contact, and hold initial discussions, with Directors in advance of rehearsals beginning.
- Read scripts ahead of rehearsals.
- Working with the other Designer(s) as A Play, A Pie and A Pint's Design team, provide making and other support where necessary.
- Maintain set, costume, and prop store.
- Liaise closely with lighting designers in advance of fit up.
- Drive vans/organise transportation for set/props as required during rehearsals.
- Meet, or be on hand to meet, returning companies with returning shows.

Venue related duties:

- Provide cover for Production Coordinator, when required, including Stage Management duties and fit-up of shows.
- Manage the storage of sets and costumes as necessary after performances, as directed by Production Coordinator.
- Be aware of health and safety as a primary concern at all times. The Designer is responsible for the health and safety of the working environment around set and props.
- Provide appropriate mark-ups in the rehearsals room for companies.
- Attend and serve get-in and fit up on a Monday morning for all shows in the season.
- Cover regular weekend fit up and show duties, typically once every three productions.

Other duties:

- Work effectively with Production Coordinator
- Manage any design interns or volunteers.

- Manage any additional staff such as costume designers, carpenters, or scenic artists, where required.
- Maintain and replenish stock items as appropriate.
- Adhere to company policies and procedures, including:
 - Equalities framework
 - Discipline and complaints procedure
 - Environmental policy
- Manage and deliver production receipts in a timely manner at the end of each season.
- Attend weekly company meetings.
- Any other reasonable duties as requested by the company.

Equal Opportunities

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 dependents
- Religious belief or political opinion
- Sex
- 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 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.