

THE
WORLD FAMOUS
A PLAY A PIE
AND
A PINT

Glasgow Lunchtime Theatre
Assistant Producer Application Pack

Contents

Mission and Company Information p2-4

Job Description p5-7

Personal Specification p7-8

GLT Equal Opportunities Policy p9-10

Further information about the company can be found on our website, playpiepint.com

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

- **The Guardian**

Introduction

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 an enthusiastic person with lots of initiative to fill this important post.

This is a fixed term contract for 18 months at 28 hours per week (0.8fte). The new Assistant Producer will generally work within our office hours of 10am-6pm Monday-Friday, with some Saturday attendance required.

This is a salaried position at a rate of £19,136 per year (£23,920 pro rata).

The new Assistant Producer must be in place by **Monday 3rd March 2025**. Please indicate your ability to meet that start date within your application.

Application deadline: **11am on Monday 20th January**

Interviews will be held on **Monday 3rd February** in Glasgow, and will be held in person with Artistic Director & CEO, Brian Logan, and Producers Sarah Cruickshank and Li Kennedy. 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 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 ASSISTANT PRODUCER 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 ASSISTANT PRODUCER ROLE QUERY.

Mission

We serve as the beating heart of new theatre work for Scotland, and while we are small in scale, what we do is big in impact: we are the most prolific producer of new plays in the country, and employ more freelancers than any other Scottish theatre. Six days every week, we present a fifty-minute new play at lunchtime with a small cast, nurturing a culture of new play attending for adults not only in Glasgow, but throughout Scotland. We want our audiences to trust that attending new plays is for them, no matter their relationship to the arts 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.) and creating a short-form theatrical canon of popular, accessible plays for a diverse range of audiences. Producing this work positions PPP as a home for all theatre-makers, nurturing emerging, current, and future Scottish talent. And as an essential and exciting theatre company, rooted in the West End of Glasgow, reaching out via our network of presenting partners all 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, its core principles remain steadfast: to present a new play every week at lunchtime, lasting under an hour and with a pie and a pint included in the price of the 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, Aberdeen Performing Arts, Macrobert Arts Centre, and Ayr Gaiety, as well as new partners such as Paisley's OneRen, to present our works to a variety of audiences Scotland-wide.

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 submission 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 is now widely considered to be an established part of the Scottish theatre industry:

- We have produced debut professional theatre productions by 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 plays have gone on to have other lives, e.g. Fringe runs, national tours – or been developed into larger pieces.
- Six of our plays were filmed and broadcast on the BBC for the first time in 2019.
- 'A Play, a Pie and a Pint: Volume One', including six of our plays, was published in an anthology in 2020 by Salamander Street, with 'Volume Two' published in 2024.

- We work regularly with other venues, and new partnerships are always being developed. We anticipate that, by 2025, we will be regularly presenting work across eight local authorities across Scotland.
- The popularity of A Play, a Pie and a Pint has grown steadily, 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 Jonathan 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. The outcome of this application will be known in January 2025.

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

- ***The Scotsman***

Job Description

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

Production Administration and Company Management

PPP spring & autumn programme

- Assist the Producers and Artistic Director where necessary to deliver a successful programme.
- Participate in and facilitate casting processes in liaison with the Directors and Writers, assisting with (and leading on, as required) availability checks and auditions (including open auditions) and liaise with agents.
- Liaise with upcoming Directors prior to rehearsal about their requirements.
- Support the drawing up and distribution of contracts (once terms are agreed), new start forms, and EDI collection forms, as well as the collation and processing of that information.
- Distribute and maintain accommodation lists and advise on sub payments, where necessary.
- Create and distribute a post-show feedback form to companies, collate feedback and share findings where appropriate.
- Occasionally arrange travel/accommodation.
- Compile contact lists for companies.
- Print scripts as required, with attention to our green policies.
- Participate in welcoming new companies to the rehearsal space.
- Assist in ensuring a smooth-running rehearsal process, supporting companies and serving as a liaison between departments and companies throughout rehearsals and production.
- Attend read-throughs and runs of shows as required.
- Arrange complimentary tickets for company members.
- Collate and print programmes, as required.
- Introduce the show in performance as required.

- Deputise for Producers when required.
- Support the Producers and Box Office with queries as necessary.
- Support the Production Coordinator where required.
- Where necessary, support the Producers to ensure a smooth transfer of shows to other venues.
- Manage the travel budgets for all companies throughout both seasons.
- Lead on organising our end-of-season wrap parties.

Additional events

- Assume responsibility for, and eventually lead on, producing the Òran Mór summer and winter pantos as appropriate.
- Participate in (and lead on, as required) events outside of our seasons, including writing and casting workshops, and industry meet-ups.
- Facilitate and chair David MacLennan Award shortlist panel discussion.

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.
- Ensure good presentation and maintenance of the office environment including adherence to health and safety policies, and regular disposal of recyclables.
- General office management including ordering office supplies where needed.
- Maintain membership and subscriptions to industry bodies where appropriate.
- Support day to day business, in terms of database management (inc. script and casting submissions etc.)
- Maintain Talent Database with attention to GDPR regulations.
- Support the Producers with financial procedures where appropriate (inc. Xero).
- Process actors' payslips and Equity pension contributions including schedule submissions.
- Apply discretion at all times when liaising with company members and representing the organisation externally.

- Ensure access riders are requested, received, and stored confidentially. Where necessary, distribute information with the team to ensure access needs are met.
- Support the Communications & Marketing Officer when required.
- Collate drinks receipts after each performance and log relevant data to send to Òran Mór / the Scotsman Group re: drinks recharge payments.
- Deputise for the Producers when required.
- Collate invitations sent to the PPP team and share at weekly team meetings in order to respond in good time.
- Attend showcases for acting, writing, and directing on invitation.
- Attend external theatre shows and keep abreast of arts developments in Scotland.
- Any other reasonable duties as requested by the Artistic Director & CEO and Producers.

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 30 plays per year and get unparalleled hands-on experience at the UK's most prolific producing venue for new work.

Essential

- Excellent communication skills.
- Demonstrable administrative skills, including database management.
- Experience of contracting.
- Exceptionally organised and able to prioritise workload in a busy working environment.
- A strong commitment to Equal Opportunities and making the arts accessible, diverse, and inclusive for all.
- A love of problem-solving and a demonstrable ability to take initiative.
- A demonstrable background in or commitment to theatre and the performing arts.
- The ability to work both closely within 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

- Experience with casting and liaising with agents.
- Experience with ticketing and box office systems.
- Experience of working within a producing theatre company.
- A familiarity with Xero.

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.