



Glasgow Lunchtime Theatre

Design and Maker Assistant Application Pack

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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 Design and Maker Assistant with Glasgow Lunchtime Theatre's A Play, A Pie and A Pint. This is a brand-new position at our organisation, and we are looking for an individual who is keen, creative, and versatile to join us on our team.

This is a **fixed-term contract for 12 weeks**, beginning **Monday 18th August 2025** and ending **Friday 7th November 2025** inclusive.

The new Design and Maker Assistant will generally work within our design workshop based at **162-166 Bath Street in the centre of Glasgow**. Normal working hours are **10am-6pm Monday-Friday**, with some **weekend and out-of-hours working** required. The hours of work are for 3 days (21 hours) per week, with **some opportunity for overtime** at the same hourly rate. Hours and days can be agreed upon to suit the mutual needs of the successful candidate and the design team.

This fixed-term 12-week contract is an hourly paid position at an hourly rate of £13.69 (equal to national minimum wage of £12.21 plus 12.07% of rolled up holiday pay) for a total of **£3,449.88** based on 21 hours per week (£22,222.20 pro-rata).

This role is seasonal and may be a re-occurring position in the future. Depending on performance, there may be an opportunity to extend this role beyond its current end date.

- The new Design and Maker Assistant would ideally be in place by **18th August 2025**. Please indicate your ability to meet that start date within your application, or the date to which you would be able to commit.

Application deadline: **11am on Wednesday 9th July 2025**

Interviews will be held on **Friday 18th July** in Glasgow, and will be held in person with Associate Artistic Director, Laila Noble, and members of our current design team, Heather Currie and Gillian Argo. 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 DESIGN AND MAKER ASSISTANT 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 DESIGN AND MAKER ASSISTANT ROLE QUERY.

Mission

A Play, a Pie and a Pint serves as the beating heart of new theatre work for Scotland. 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 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 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 two decades, and is now 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, 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, BBC broadcasts – or been developed into larger pieces.
- '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.

- The popularity of PPP 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 Multi Year Funded Organisation through Creative Scotland and recently received Multi-Year Funding covering the 2025-28 period.
- We were shortlisted as UK Producer of the Year in the 2024 Stage Awards.

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

- ***The Scotsman***

Job Description

We are looking for a Design and Maker Assistant to join our small and busy team. The new hire will work on 12 brand new theatre productions across their engagement, helping our design team achieve the high-quality productions that are enjoyed by the public onstage every week at Òran Mór in the West End of Glasgow.

This is an exciting opportunity to work across different aspects of stage and costume design and making, including: sourcing and making props, scenic painting, costume construction and purchasing, managing returns and generally assisting the Designers with their role creating the physical worlds of our productions. This is an excellent opportunity to gain experience in a busy production environment, but please note it is not a design role: you will be working under two experienced designers and carrying out the making and sourcing of their design elements under their instruction.

This role would suit a highly motivated individual who can manage a varied workload effectively and would relish the organisation's fast-paced environment and the unique opportunity to work on many different productions. The right candidate will be quick on their feet, with the ability to follow a brief and instructions, and be self-motivated and independent.

Role Responsibilities

- Assist the designers to design and build sets for each new production at A Play, A Pie and A Pint.
- Source or make props and costumes for each new production at A Play, A Pie and A Pint under the instruction of the designers.
- Assist the designers in logging and tracking spends on weekly production budgets, including tracking of receipts.
- Where required, deputise for the designers in liaising with Head of Production on all staging requirements with regards to set build, audience layout etc.
- Read scripts and make props/costume lists ahead of rehearsals where requested by designers

- Undertake research where requested by designers
- Work well with A Play, A Pie and A Pint's Design team, including the Head of Production, Designers, the Associate Artistic Director and members of the wider PPP team to provide other support where necessary.
- Tidy, organise, clean and maintain set, costume, and prop store.
- Work with technical coordinator (where required) in advance of fit-up.
- If licenced to do so, drive vans/organise transportation for set/props as required during rehearsals.
- Meet, or be on hand to meet, returning companies with returning shows.
- Load the van with shows and participate in fit-ups where required

Venue-related duties:

- Provide appropriate mark-ups in the rehearsals room for companies where instructed by the designers
- Attend and serve get-in and fit-up on a Monday morning at Òran Mór where required in the season.
- Cover regular weekend fit-up and show duties where required

Other duties:

- Work with any design interns or volunteers.
- Work well with any additional staff such as costume designers, carpenters, or scenic artists, where required.
- Maintain and replenish stock items as instructed.
- Adhere to company policies and procedures, including:
 - Equalities framework
 - Discipline and complaints procedure
 - Environmental policy
- Attend weekly company meetings.
- Any other reasonable duties as requested by the company.

Person specification

ESSENTIAL

- Practical experience in making and sourcing props and costume
- Basic skills in scenic artistry (painting)

- Experience working to a budget and entering real-time spends, submitting expenses and receipts.
- Excellent timekeeping skills
- Excellent communication skills
- Proven ability to balance workload and prioritise tasks in a busy environment
- Proven ability to follow the instructions without supervision, ideally as a design assistant or in a similar role
- Ability to work both closely in a team and to be self-motivated
- Ability to multi-task, juggling multiple projects in unison, at different stages of production.
- Excellent interpersonal skills and ability 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

- Knowledge of Green Book practices
- Knowledge of accessibility best practice
- Experience taking measurements and interacting with actors
- Experience interacting with directors and creative teams
- Full UK driving licence
- Confidence driving a van when required
- UK First Aid Certificate

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.