

# NOTTINGHAM PLAYHOUSE

## Recruitment Pack

### EXECUTIVE ASSISTANT

July 2024

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**ARTS COUNCIL  
ENGLAND**

**NOTTINGHAM PLAYHOUSE**  
**UK'S MOST WELCOMING THEATRE**



## EXECUTIVE ASSISTANT

**We are seeking an Executive Assistant to provide efficient, effective administrative support to the leadership and governance of Nottingham Playhouse Trust Ltd.**

This is a fantastic opportunity for a proactive organiser looking for a flexible role in an exciting arts environment. Around half of the role can be delivered remotely, and events requiring on-site presence will be notified with good notice.

The ideal candidate will have experience of supporting senior management and Board meetings in a fast-paced office environment. If you are a confident communicator with absolute discretion and exceptional attention to detail, we'd love to hear from you.

**The post is offered on a permanent, annualised hours contract averaging 30 hours per week.** This is a wide-ranging job, and we will provide on-going support including training.

Benefits of working at Nottingham Playhouse include a relaxed working environment with informal dress code, free/discounted tickets and Playhouse Pass membership, discounts on travel, parking and at our bar, day off on your birthday, free access to our Employee Assistance Programme, a Cycle to Work scheme and more.

Nottingham Playhouse is committed to a policy of diversity and inclusion, creating a workforce representative of the diverse communities we work with. Our workforce is currently under representative of certain communities and we are taking positive action for equal opportunities through the recruitment process.

We would like to help you to fully participate in the application process. If you would like the Recruitment Pack, Application Form and Equal Opportunities Monitoring Form in an alternative format, support in completing your application, or you would like an alternative way to apply, please contact us at [recruitment@nottinghamplayhouse.co.uk](mailto:recruitment@nottinghamplayhouse.co.uk) to discuss a suitable format, or ring our Stage Door on 0115 947 4361. Please leave a message with your full name, contact information, your address (if you need paperwork posting to you) and details of your request.



## ABOUT NOTTINGHAM PLAYHOUSE

**We create theatre that's bold, thrilling and proudly made in Nottingham.**

Awarded the UK's Most Welcoming Theatre by UK Theatre in 2023, and Regional Theatre of the Year 2019 by The Stage, Nottingham Playhouse is one of the country's leading producing theatres. We create a range of productions throughout the year, from timeless classics to innovative family shows and adventurous new commissions.

Under the leadership of Chief Executive, Stephanie Sirr MBE and Artistic Director, Adam Penford, we are mounting more varied and ambitious productions, attracting a host of high-profile performers and creatives, garnering increased media attention and commercial interest.

We want our theatre to be a space where everyone feels they belong, and we use our stage to tell diverse stories that reflect our city. Our wide-reaching participation programmes create life-changing experiences for our community and we also support the next generation of theatre-makers in the East Midlands through our extensive Amplify programme.

Nottingham Playhouse is a registered charity (no. 1109342). All of the funds we raise help to ensure we're reaching as many people as possible to give them new opportunities and create lasting memories.

Our building has grade II\* listed building status and is home to Anish Kapoor's *Sky Mirror*.

Click [here](#) to watch our introductory video.



## WHAT OUR COMMUNITY THINKS

**"Honestly, the final few minutes of the first act were some of the most captivating, powerful and heart wrenching I've seen on stage. Incredible!"**

– Audience member on *The Madness of George III*

**"Nottingham Playhouse has a very special place in my heart. At the age of 16, my school placed me at the theatre for my work experience... Without [them], I wouldn't have the career I do now."**

– Indhu Rubasingham, Artistic Director of Kiln Theatre

**"The actual performance was an incredible experience. Firstly, just to be on the Nottingham Playhouse stage was a dream for all of us. But to be a part of such a powerful, visceral production was an absolute privilege."**

– Lisa Chamberlain, on her experience as a member of our community ensemble during Gary Clarke Company's production of *COAL*.

## NOTTINGHAM PLAYHOUSE IN 2024

Our exciting 2024 programming opened with a thrilling adaptation of Philip K. Dick's *Minority Report*. This was followed by a gripping, intimate revival of *The Children* and an exploration of sisterhood and creative expression in new commission *Liberation Squares*. The spring season concluded with *Punch* by James Graham, a fascinating new play about toxic masculinity and the incredible power of forgiveness.

This summer, *The Trials* gives a voice to the young people who have no choice but to live with the consequences of climate change. Our highly anticipated, brand-new production of *Dear Evan Hansen* premieres in September and marks the first time that the Broadway and West End phenomenon will tour the UK and Ireland. Following this is *A Raisin in the Sun*, a groundbreaking family drama full of humour and heart.

Looking ahead to Christmas, our legendary pantomime reaches new heights with *Jack and the Beanstalk*. Younger children can look forward to a brand-new retelling of *The Ugly Duckling*, for which the writer, composer and director are all being selected through an open call-out.

## OUR VISION, MISSION AND VALUES

The essence of who we are is to **create wonder in Nottingham**. We believe that, through theatre, being transported to different worlds broadens our horizons, that by being positive, relevant and devoted we provide an experience, not just a stage. At Nottingham Playhouse, we give a voice to untold stories and cultivate life-changing experiences. Our theatre is a place where everyone belongs, a place of entertainment, heart and joy.



# NOTTINGHAM PLAYHOUSE

Our vision is to create high quality art that is truly accessible and representative of both our heritage and our rich diversity. We aim to be a nationally recognised destination theatre, a producer of “must see” work and a venue that welcomes everybody to be entertained, surprised, delighted and challenged by work that is bold, brilliant and

relevant. Working in partnership with exciting artists and companies regionally, nationally and internationally, we create theatre that puts Nottingham Playhouse on the map.

We exist for the benefit of the people of our region – be they audiences, participants or artists. As a publicly-funded organisation we commit to ensure that our demographic of opportunity reflects the demographic of our catchment – including gender, ethnicity, sexuality, socio-economic standing and disability – to be not just world-class but also truly inclusive in all areas of operation, including to recruit and pay fairly. To strengthen our actions we established a Diversity in the Workforce Working Group to ensure that we are doing all we can to recruit a more representative workforce.

This group recently merged with our Anti-Racism Action Group, launched in January 2021 to examine the wider culture and environment at Nottingham Playhouse. The group advises the Executive and Nottingham Playhouse Board of Trustees on matters of diversity, inclusion and equality, with the aim of ensuring that we are a safe and fully representative organisation, which reflects the full breadth and richness of diversity within our community. We have created an on-line system for Reporting Racist Incidents.

A core value of Nottingham Playhouse is to proactively create and support opportunities for cultural participation for all ages, for all backgrounds. We also work in supportive partnership with a very wide range of stake holders to cement our position as an organisation with a strong artistic vision that includes the development of artists.

Nottingham Playhouse is a founder member of [Ramps on the Moon](#), a member of [PiPA](#) (Parents and Carers in Performing Arts) and a [Family Friendly theatre](#). We are committed to the [UK Theatre/SOLT Ten Principles](#) to encourage safer and even more supportive working practices in theatre and have signed up to the [Old Vic Guardians initiative](#). Find out more about Nottingham Playhouse by visiting our [website](#) or our [YouTube channel](#).

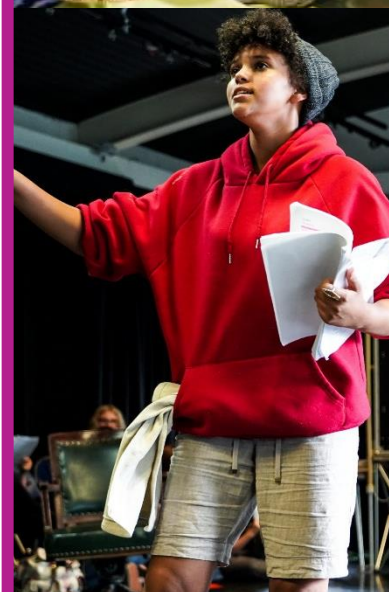


## PARTICIPATION AND THE COMMUNITY

At Nottingham Playhouse, our diverse, local community are at the heart of everything we do.

We run over 60 different programmes for people of all ages, experience and interests at Nottingham Playhouse, including:

- Weekly Young Companies.
- Homegrown – a pre-professional training scheme for writers, directors, producers and performers aged 16-25 to develop their skills and industry practice.
- Conversation & Creative Cafe – a safe space for Refugees and people seeking asylum to meet, socialise and be creative.
- Playhouse Platform and Open Stage Young Company for autistic learning-disabled adults and children.
- Our Life-Long Learning and Encore programmes provide a range of regular skills classes and meet-ups for adults.
- Our Shine programme is a long-running outreach programme, that now comprises 14 regular, free to access, drama groups for young people across the city and county. This includes specialist provision with Queens Medical Centre Hospital School and Nottingham Education Sanctuary Team (NEST).
- Family Festivals during half terms, as well as a large variety of shows and projects throughout the year in our venue and in libraries around the city and county.
- In 2023/24 we had over 40,000 engagements with a huge variety of participants.
- All of our participation programmes have bursary places available to ensure finances are not a barrier to engagement



## EXECUTIVE ASSISTANT

### Job Description

**Responsible to:** Chief Executive  
Artistic Director

**Key working relationships:**

Chair and Board of Trustees (Nottingham Playhouse Trust Ltd)  
Chair and Board (Nottingham Playhouse Productions Ltd)  
Chair and Board (Nottingham Playhouse Trading Ltd)  
Nottingham Playhouse Members (Wider Board)

**Purpose of Post:**

- To support the work of the Chief Executive and Artistic Director
- To support the Chair, Boards and working groups of Nottingham Playhouse Trust Ltd
- To ensure a busy and varied set of leadership and governance responsibilities are serviced efficiently and promptly

**Context:**

Nottingham Playhouse is dependent upon a hard-working Board of Trustees and Wider Strategic Board. It is led by the Executive – the Chief Executive, Artistic Director and Chief Operating Officer. This post supports this high-level operation. Absolute observance of confidentiality at all times is essential in this role.

Around half of the role can be delivered remotely but Board meetings, Press Nights, and occasional other events, which will be notified with good notice, require on-site presence.

The incumbent should be efficient, highly organised, have excellent communication skills, be literate and numerate, proactive and good humoured. The range of things that need oversight include the routine and the unexpected. The Executive Assistant will be a calm and diligent engine room ensuring everything gets done and that the Chair, Chief Executive and Artistic Director can focus on their leadership and governance responsibilities. From time to time the Executive Assistant will be expected to pitch in when other areas of operation need support and the schedule allows.

**Duties include:**

**Support for the Chief Executive and Artistic Director**

- Collating and editing the Board reports which are issued alternate months. Liaising with SMT and other contributors to ensure these are sent in a timely manner.
- To provide administrative support for the Nottingham Playhouse Anti-Racism Action Group.
- To oversee diaries, where necessary, promptly and proactively arranging internal and external meetings, travel, room bookings and Zoom/Skype meetings using Outlook, Doodle etc. The Executive Assistant will have oversight of the diaries of the Executive.
- To use Spektrix and YesPlan (the Nottingham Playhouse CRM systems) and Outlook as well as a strong filing system to maintain up to date records for the

Chief Executive and Artistic Director such as for Press Night Invitations, Season Launches, the AGM and other Board events.

- To handle enquiries and correspondence as appropriate.
- Keeping an oversight of the VIP contact lists and updating those as necessary.
- To provide an online office management function, ensuring that excellent office and administrative systems are in place to support the Chief Executive and Artistic Director.
- Organising gifts, cards etc. as appropriate.
- Attending meetings both in the building and on-line to provide minuting services.
- From time to time organising meeting-related refreshments / catering, either with the Operations Teams or independently.

## **Boards**

- To provide support services for the Boards and in particular its Chairs / Vice-Chairs. This might include setting up meetings, chasing correspondence, minuting conversations and research.
- To take minutes of meetings, collate and distribute agendas and reports in a timely manner.
- Organising Board Subgroup meetings and servicing those meetings as required.
- Support the Chief Operating Officer in delivering robust governance adherence.

## **General**

- To maximise income and minimise expenditure at all times
- To always act in the best interests of Nottingham Playhouse
- To take positive action to promote Diversity and Inclusion in all aspects of the work of Nottingham Playhouse. Engaging fully with all initiatives to promote diversity within Nottingham Playhouse
- To abide by Nottingham Playhouse policies such as Health & Safety, Diversity and Inclusion, Safeguarding, Data Protection, Environmental Sustainability etc.
- To support Nottingham Playhouse in achieving its Carbon Literacy and sustainability strategy
- To maintain confidentiality in all areas relating to Nottingham Playhouse
- To carry out such other duties as may be reasonably expected of the post

The job description will be subject to review on a regular basis to reflect the changing requirements of Nottingham Playhouse and the developing skills of the post holder. We acknowledge that this is a wide-ranging job description and recognise that the post holder will require support, such as training, in some areas, which will be provided.

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## EXECUTIVE ASSISTANT

### Person Specification

We use these criteria in the shortlisting process, so it is important to explain how you meet them in your application form. Give us examples of what you have previously done that show us how you could be right for the role.

Criteria	Assessed at		
	Application	Interview	Test
Experience of working in a busy office environment, reporting to a senior manager	✓	✓	
Experience of supporting a Board of Directors or Trustees, including taking accurate minutes and an understanding of matters relating to governance	✓	✓	
Excellent IT skills, including extensive knowledge of Microsoft Office packages.	✓	✓	
Excellent written and verbal communication skills.	✓	✓	✓
Excellent interpersonal skills, including diplomacy and a proven ability to develop positive working relationships with a range of people.	✓	✓	
Superb organisational skills, with the ability to manage a varied and demanding workload, planning and prioritising effectively to meet deadlines.	✓	✓	
Strongly motivated and proactive, able to work on own initiative	✓	✓	
A flexible approach to work including a willingness and ability to work evenings and occasional weekends as necessary	✓	✓	
A commitment to Equality, Diversity and Inclusion.	✓	✓	

Nottingham Playhouse is committed to developing and nurturing its employees. For this role candidates do not need to have every skill on the Person Specification but should be able to demonstrate their potential ability to learn them with the appropriate training and support.

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## **EXECUTIVE ASSISTANT**

### **Terms and Conditions**

- Salary:** £18,564 per annum (FTE £23,205)  
Payable monthly in arrears by credit transfer
- Hours:** Annualised Hours as calculated over a year (April - March).  
Averaging 30 hours per week.
- Exact hours will vary and will be rota-ed 4 weeks in advance, usually delivered between 9.30am and 6pm, however because of the nature of the role some evening working will be required, for example Board meetings and press nights.
- Overtime:** No overtime is payable.
- Contract:** Part Time, Permanent
- Probation Period:** 6 months
- Notice Period:** 4 weeks in writing by either party
- Flexible working:** This post is suitable for Flexible Working arrangements
- Place of work:** Will normally be Nottingham Playhouse, however from time to time the Executive Assistant may be required to travel, regionally and nationally
- Holiday:** 5.6 weeks per annum (i.e. 4 weeks pa plus bank holidays)  
Entitlement increases in line with the UKT/BECTU agreement and House agreement  
The Holiday year runs 1 April – 31 March
- Pension Scheme:** Contributory staff pension, 5% employee and 4% employer  
Nottingham Playhouse workplace pension scheme is provided by NOW:Pensions.
- Other Absences:** In line with the UKT/BECTU agreement and House agreement (e.g. illness, maternity)

## **Non-Contractual benefits:**

In addition, Nottingham Playhouse offers a number of discretionary benefits including

- Free and/or discounted tickets for performances including Press Nights
- Free Playhouse Pass membership
- Discounts on our bars offer
- Opportunities for Flexible Working
- Day off on your Birthday
- Informal dress code
- Free to use Employee Assistance Programme provided by Care First
- Discounted travel on Nottingham City Transport Buses
- Discounted parking at Mount Street and St James NCP
- Training
- Cycle to Work scheme

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## DIVERSITY, INCLUSION AND ACCESS

Nottingham Playhouse is committed to a policy of equality of opportunity and creating a workforce representative of the diverse communities we work with. We believe that theatre belongs to everyone and want to make sure that everyone has the opportunity to be involved. We want to work with people from diverse backgrounds, who will bring different skills and experiences to help us to achieve this.

Nottingham Playhouse has identified that our workforce is currently under representative of certain communities, particularly people who are Black, Asian, Brown, dual heritage, indigenous to the global south and or have been racialised as ethnic minorities and we take positive action for equal opportunities through the recruitment process. We have an Anti-Racism Action Group and an Access Working Group to create a programme of change to deliver increased representation, and to advise the Executive and Nottingham Playhouse Board of Trustees on matters of diversity, inclusion and equality.

We actively encourage applications from the Global Ethnic Majority and Disabled people. Applicants who identify as from the Global Ethnic Majority and/or as Disabled on the Equal Opportunities Monitoring form will be guaranteed an interview for workforce vacancies if they meet the minimum criteria on the job person specification. We are committed to ensuring that interview panels are as representative as possible, whilst comprising the relevant skills and experience to assess candidates' suitability for the role.

We are a Disability Confident employer, recruiting and supporting disabled people in the workplace. We are happy to discuss reasonable adjustments to ensure the recruitment process is accessible.

If you would like the Recruitment Pack, Application Form and Equal Opportunities Monitoring Form in an alternative format, or support in completing your application, please contact us at [recruitment@nottinghamplayhouse.co.uk](mailto:recruitment@nottinghamplayhouse.co.uk) or ring our Stage Door on 0115 947 4361. Please leave a message with your full name, contact information, your address (if you need the paperwork posting to you) and details of your request.

We welcome proposals to consider for flexible working on hiring. We are part of the Parents in Performing Arts (PiPA) campaign and welcome applications from people who have caring responsibilities and anyone looking for a positive work/life balance.

We are open to discussing the possibility of flexible working. While we can't necessarily guarantee to give you your exact proposal, we do promise to carefully consider your request and explore what is practical for the role.



## HOW TO APPLY

To apply, please download the Application Form and Equal Opportunities Monitoring Form from our website. Please note we will not accept a CV in place of the application form.

Please complete all sections of the application form in full. The first page will be separated in order to anonymise the shortlisting process, to help to eliminate unconscious or conscious bias. Please do not put your name elsewhere in your application.

As you fill in the application form, please explain how you think you meet the **Job Description** and the **Person Specification** criteria listed in this pack. This information will be used for the shortlisting process. It is important to give us examples of what you have previously done, to demonstrate how you could be right for the job and why you're enthusiastic about joining Nottingham Playhouse. You do not need to have previously undertaken all of the duties in the job description, but you should tell us about your potential ability to do them.

### Data and monitoring

As part of recruitment procedures Nottingham Playhouse collects and processes personal data relating to job applicants. We are committed to being transparent about how and why we collect, use and keep personal data secure. Please see Nottingham Playhouse Recruitment Privacy Notice on the website for full details.

The Equal Opportunities Monitoring Form will be separated from your application and will not be available for the persons preparing the shortlist with the exception of obtaining information about disability required to make reasonable adjustments for interview. Data obtained from the forms will be used solely for monitoring purposes and no one individual can ever be identified.

### Submitting your application

Please submit your completed Application Form and Equal Opportunities Monitoring Form by email to: [recruitment@nottinghamplayhouse.co.uk](mailto:recruitment@nottinghamplayhouse.co.uk)

*Please send as **Word documents or PDFs only**. Do not use Zip files or file sharing services such as One Drive or Dropbox. Apple/Mac users should export their forms to Word documents or PDFs before sending.*

Or apply by post, marked Private and Confidential, to: **Recruitment, Administration Office, Nottingham Playhouse, Wellington Circus, Nottingham NG1 5AF.**

If you require an alternative way to make your application, please contact us at [recruitment@nottinghamplayhouse.co.uk](mailto:recruitment@nottinghamplayhouse.co.uk) or ring Stage Door on 0115 947 4361. Please leave a message with your full name, contact information and details of your request.

### Deadline for applying

Closing date for applications: **Monday 22 July 2024 at 12noon.**

All applicants will be notified of the outcome of their application. We will contact you by telephone or email if you are shortlisted for interview.

Thank you for your interest in Nottingham Playhouse and we look forward to receiving your application.