

**Application Pack – Projects Assistant**

Dear Applicant,

Thank for your enquiry regarding the above position with Graeae Theatre Company.

**Graeae** is a force for change in world-class theatre, breaking down barriers, challenging preconceptions and boldly placing disabled artists centre stage. Founded in 1980, Graeae champions accessibility and provides a platform for new generations of Deaf and disabled talent through the creation of trail-blazing theatre, at home and internationally. We are now looking for committed and enthusiastic Projects Assistant to join our growing team.

Enclosed in this application pack you will find:

* Application guidance notes and advert
* Company information
* Job Description & Person Specification
* Summary of terms and conditions
* Application form
* Monitoring form

Your completed application should be marked confidentialand sent to JOBS, Graeae Theatre Company, Bradbury Studios, 138 Kingsland Road, London E2 8DY. Electronic versions can be emailed to [jobs@graeae.org](mailto:jobs@graeae.org). The Monitoring Form will be removed from your application before shortlisting and will be used for statistical monitoring purposes only.

The **closing date** for receipt of applications for this post is **12pm, 8 May 2017**. Short-listed candidates will be invited for **interview** on **week commencing 15 May 2017.**

Should you have any questions or would like information in an alternative format please do not hesitate to contact us. I look forward to receiving your completed application.

Yours faithfully

**Kevin Walsh**

Operations Director

**Guidance Notes for Applicants**

**The Application and Selection Process**

Application for this position is by completed **application form**.

The purpose of completing the form is to enable you to be shortlisted for interview. Completed application forms are matched against the requirements set out in the Job Description and Person Specification to create a shortlist of candidates who will be invited for interview.

Please study the Job Description and Person Specification carefully before completing your application form. Whether or not you are shortlisted for interview will depend on how well you can demonstrate that you meet the criteria listed.

You may find the following information helpful:

* You can submit your completed form by post or electronically (via email) in which case you will be asked to sign a copy at interview, if selected. Please make sure you also return the monitoring questionnaire.
* Study all the information you have been sent about the job and carefully read through the questions you need to answer before you begin to complete the form.
* Make sure that your application is specific to the job you are applying for, e.g. general responses you have prepared before may not address the specific requirements of this post.
* Don’t send your CV instead of completing the form in full – CVs will not be accepted.
* Think about the extent to which you possess the knowledge, skills and experience detailed in the Person Specification. You should then use the form to provide relevant information which demonstrates how you meet the requirements - use examples.
* Make sure that you complete all sections of the application form.

Your completed application must reach Graeae by **12pm, 8 May 2017**. Please note that we are unable to accept applications after the closing date and time unless by prior agreement.

**Shortlisting** will take place immediately after the closing date. We will go through your application in detail looking for specific evidence that you have the experience, knowledge and skills required to undertake the job successfully. It is unlikely that you will be selected for interview if you haven’t provided specific evidence, supported by relevant examples.

**Due to the high number of applications we receive, it is not possible for us to respond to every application.** If you have not received an invitation to interview within two weeks of the closing date, you should assume that your application has been unsuccessful on this occasion. If you want to check that your application has safely arrived please email [jobs@graeae.org](mailto:jobs@graeae.org)

**Interviews and Other Selection Methods**

**Interviews** will take place on **week commencing 15 May 2017**

The interview process will be divided into two parts and will take no longer than 1.5 hrs in total.

* If you are invited to interview, you will be required to complete a work related skills/aptitude test in Excel and Word.
* A standard interview with a panel of 3 people, including the position’s line manager. The interview will last approximately 30-40 minutes. At the end of the interview, you will also be given some time to ask a few questions yourself.

A letter will give full details of what the selection process will involve.

If you have any **Access** requirements that need to be met to enable you to attend an interview, you will be sent an access audit when your interview is confirmed, please mention them then. If you need to submit your application in an alternate format or you have any areas of concern relating to your access needs please let us know at [jobs@graeae.org](mailto:jobs@graeae.org)

**Equal Opportunities**

Graeae’s equal opportunities policy permeates all aspects of our work, informing actions and attitudes towards employees, volunteers, directors, freelance workers, participants, audiences and service users.

Graeae positively welcomes and seeks to ensure we achieve diversity in our workforce and that all job applicants and employees receive equal and fair treatment.

**Questionnaire**

**Data Protection**

Please complete the separate monitoring questionnaire to enable us to evaluate the effectiveness of our recruitment policy and processes and ensure fair treatment. The information you provide will also help us to identify any barriers to recruitment. Your answers will be treated in the strictest confidence and used for statistical monitoring purpose only. Your completed form will not be seen by those responsible for short listing and will not, therefore, form part of the selection process. Please do not staple the questionnaire to your application form.

The information that you provide as part of your application will be used in the selection process. All information about you will be securely held, with access restricted to only those involved in dealing with your application.

Unless you are the successful candidate, your data will be kept on file for at least six months after the closing date and destroyed no later than twelve months after the closing date.

By signing and submitting your Application Form and Equal Opportunities Monitoring questionnaire, you are giving your consent to your data being stored and processed for the purposes of the selection process.

**Disclosure & Barring Service Checks**

Graeae undertakes work with schools and with vulnerable adults. As part of the recruitment process, Graeae will assess the likelihood of a new post-holder coming into contact with children and/or vulnerable adults. Each of the post-holders it deems to have possible contact will result in the post-holder/successful candidate being subject to a satisfactory DBS check before being confirmed in post. This process will still apply in the event of an internal candidate moving into a new post within the organisation.

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**Bradbury Studios**

**138 Kingsland Road**

**London E2 8DY**

[**www.graeae.org**](http://www.graeae.org)

**T- 020 7613 6900**

**E –** [**jobs@graeae.org**](mailto:jobs@graeae.org)

**This information is available in alternative formats.**

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**Projects Assistant**

**Job Description**

**Job Purpose**

To support the General Manager and Consultant Producer in the administration and promotion of Graeae's productions and projects and support general administrative team.

**Line Manager:** General Manager (GM)

Reporting to: General Manager & Consultant Producer

**Responsible for:** None

**Key responsibilities**

**Productions**

1. Ensure the administrative systems of Graeae's tours run effectively, are accessible and appropriately communicated under direction from the General Manager.
2. In liaison with GM arrange travel, accommodation and logistical arrangements for touring productions including international projects
3. Be the first point of contact for production and touring teams for administrative matters
4. Assist the GM in drafting contracts and compiling materials for actors and creatives

**Marketing**

1. Compile and distribute marketing resources for projects and productions for the Marketing & Development Manager
2. In conjunction with the Marketing & Development manager, maintain the contacts database and track and input statistical data

**Administration of building and facilities**

1. Act as duty manager for Bradbury Studios, opening or closing the building as per the agreed Duty Management Roster
2. Help the Administrative Assistant to support in the smooth running of Graeae in-house events, hires and managed events.

**General**

1. Promote equality of opportunity and fair treatment in all activities
2. Deputise for the General Manager when required
3. Undertake other duties commensurate with the role

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## Projects Assistant

##### Person Specification

##### Knowledge / Skills / Experience

**Essential**

1. Excellent communication skills, both verbal and written. (NB Graeae recognises that this can be achieved by various means, e.g. through a third party communicator)
2. Good time management and organisational skills
3. Good numeracy skills
4. Proficient in the use of Microsoft Office software including Word, Excel, Access and Outlook
5. Ability to work as part of a team as well as individually
6. Ability to problem solve both creatively and pragmatically
7. Experience of using administrative and database systems
8. Willingness to undertake further training
9. Understanding and commitment to equal opportunities
10. Good attention to detail

### Desirable

1. Driving licence
2. Knowledge of current disability issues
3. Interest in/experience of theatre/Arts/Voluntary Sector
4. Experience/or qualifications in First Aid, Health and Safety and/or fire marshalling
5. British Sign Language skills

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**Projects Assistant**

# Summary of main terms and conditions of service

*Contract*

This is a part-time (3 days per week), fixed-term post of one year.

*Salary*

The salary offered is £12,300 per annum for 0.6FTE and is payable monthly. This equates to a full-time salary of £20,500 p.a.

*Hours*

This is a part-time post working 21 hours (3 days) a week, Wednesday-Friday. We are open to flexibility to help you accommodate other commitments. Graeae's opening hours are 8.30am – 6.30pm. As a duty manager, you will be required to either open or close the building, meaning your hours will be either 8.30am-4.30pm or 10.30am-6.30pm by mutual agreement with the Operations Director.

Occasional evening and weekend work as well as over-night stays away from the company base in London is required. There is no overtime payable but time off in lieu (TOIL) of hours worked may be taken in negotiation with line manager.

*Probation*

Confirmation of employment is subject to a 3 month probationary period.

*Notice*

The period of notice from either party is one week during the probationary period and one month thereafter.

*Pension*

On the condition the employee contributes 3%, Graeae makes a contribution to the company's designated stakeholder pension scheme equivalent to an additional 7% of gross salary.

*Holiday*

The post holder is entitled to 19.8 days paid holiday per annum inclusive of public holidays (33 FTE). Holiday entitlement may not be carried forward and there is no cash alternative except at termination of employment.

*Training*

Graeae has a training policy and is committed to developing staff, encouraging them to expand their skills during their employment with the organisation.

*Other Benefits*

Graeae participates in the Cycle to Work scheme and Childcare Vouchers Scheme. Holiday, sick and parental leave are all over the required minimum.

# Graeae Theatre Company

# Application Form

**Application for post of: Projects Assistant**

**Please use black ink or type.**

**This application form uses single column tables with rows for adding specific information. If you are using screen-reading software and would prefer a format without tables please contact us on 020 7613 6900 or email** [**jobs@graeae.org**](mailto:jobs@graeae.org)

**1. General information**

|  |
| --- |
| Surname: |
| First name: |
| Address: |
| Telephone: (day) |
| Telephone: (evening) |
| Telephone: (mobile) |
| Email: |
| Do you have any objections to being contacted at work? (please delete) |
| What is your preferred means of communication? (please delete) |

**2. References**

Please give the name of two referees. One should be your present or most recent employer.

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| *Referee 1*  Name: |
| Position: |
| Address: |
| Telephone: |
| Email: |
| How long has this person known you: |
|  |
| *Referee 2*  Name: |
| Position: |
| Address: |
| Telephone: |
| Email: |
| How long has this person known you: |

## 3. Education and qualifications

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| --- |
| Dates (from / to): |
| Name of School/College/University: |
| Qualifications / Exams taken: |
| Dates (from / to): |
| Name of School/College/University: |
| Qualifications / Exams taken: |
| Dates (from / to): |
| Name of School/College/University: |
| Qualifications / Exams taken: |

## 4. Training and professional development

Please use the space below to provide information on any professional development or vocational training (both formal and non-formal). Please give date, training provider and details of qualification or experience gained. (Continue on a separate sheet if necessary).

|  |
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## 5. Current employment

Please give details of your present or most recent employment.

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| --- |
| Employer: |
| Your job title: |
| Date appointed: |
| Date left: (if applicable) |
| Please give details of your duties: |

## 6. Previous experience / employment history

Please list, in the separate rows below, other posts held or relevant experience, both paid and voluntary, starting with the most recent. Please give dates (from - to), employer, position held and main duties.

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## Continuation sheet (if required).

**Previous experience / employment history**

Please give dates (from - to), employer, position held and main duties.

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**7. Information in support of your application**

Please use this space to tell us what your reasons are for applying for the job, how your experience supports your application, and anything else that you believe relevant. Please make direct reference to the person specification and use **no more** than two sides to complete your response.

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**8. Criminal Convictions**

Do you have any Criminal Convictions, not including those considered ‘spent’ under The Rehabilitation of Offenders Act 1974? (please delete)

YES / NO

**9. Right to Work in UK**

Graeae has a legal responsibility to ensure that all new recruits have the right to work in the UK. If appointed you will be asked to provide original documentary proof of your right to work in the UK which will then be copied to file. Failure to supply documentary evidence when requested will result in a delay in appointment.

**10. Qualifications**

If appointed you will be required to provide original documentation of any qualifications that are a requirement of the post, these will then be copied to file.

**11. Declaration**

I confirm that the information I have given on this form is correct and understand that misleading statements may be sufficient grounds for cancelling any subsequent agreements made.

|  |
| --- |
| Signed: |
| Dated: |

(If you are submitting your application form electronically you will be asked to sign the declaration if selected for interview.)

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| --- |
|  |

**This information is also available in alternate formats.**

***Please return this form to:***

**JOBS, Graeae Theatre Company, Bradbury Studios, 138 Kingsland Road, London, E2 8DY**

**Or jobs@graeae.org**