

**Application Pack – Literary Administrator**

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 D/deaf and disabled talent through the creation of trail-blazing theatre, at home and internationally. We are now looking for committed and enthusiastic Literary Administrator to join our dedicated team.

**We are particularly interested in applications from D/deaf or disabled people or applicants who have lived experience of disability.**

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 **10am, Monday 4 February 2019**. Short-listed candidates will be invited for **interview** on **week commencing 25 February 2019.**

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. We ask that you also return the monitoring questionnaire, as this helps us to ensure equality of opportunity.
* 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 **10am, Monday 4 February 2019**. 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 three 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 25 February 2019**

The interview process will be divided into two parts and will take no longer than 1 hour 15 minutes 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 [access@graeae.org](mailto:access@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.

We invite you to 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. Although we would like you to complete the monitoring form, you are not obliged to and your application won’t be treated less favourably if you choose not to complete it.

**With this role, we are particularly interested in applications from D/deaf or disabled people or applicants who have lived experience of disability.** All applications will be considered. If you would like to discuss our policy towards this further please contact [jobs@graeae.org](mailto:jobs@graeae.org)

**Questionnaire**

**Data Protection**

We take the privacy of your data seriously. We will process your data in accordance with our job applicant privacy notice, available on our website at https://graeae.org/about/recruitment.

**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.

**This information is available in alternative formats. Call 020 7613 6900 or e-mail** [**jobs@graeae.org**](mailto:jobs@graeae.org) **for details.**

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**Literary Administrator**

**Job Description**

**Job Purpose**

To support the Associate Director in the smooth-running of the literary department including Write to Play and Playlabs.

**Line Manager:** Associate Director

**Responsible for:** None

**Key responsibilities**

1. Ensure effective and smooth administration of new writing projects at Graeae, including Write to Play, Play Labs, Playchats and script submissions.
2. Administer the new writing databases in compliance with GDPR legislation.
3. Support the Associate Director in scheduling and coordinating activities and resources.
4. Assist with diary management, travel and accommodation arrangements and contracting for all artists and freelancers in the department.
5. Help organise meetings including taking notes and minutes
6. Administer access support and materials for Write to Play, Playlabs and Playchats in communication with the Access Manager
7. Work with the Associate Director in adhering to tight budgets and providing supporting documentation
8. Communicate effectively the literary departments plans and timetables with the rest of the Graeae team
9. Be the first point of contact for queries from writers, including those on Write to Play
10. Support Graeae’s long term artistic plans, engagement of aesthetics of access, objectives and policies and act as an ambassador for the company.
11. Represent the company at events and meetings as requested

**General**

1. Undertake training as appropriate
2. Promote equality of opportunity and fair treatment in all activities
3. Undertake other duties commensurate with the role

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## Literary Administrator

##### Person Specification

##### Knowledge / Skills / Experience

**Essential**

1. Excellent communication skills, both in person 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 with good attention to detail
3. Good numeracy skills
4. Proficient in the use of Microsoft Office software including Word, Excel and Outlook and in the use of PCs.
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. Knowledge of current disability issues
2. Interest in/experience of theatre/Arts/Voluntary Sector
3. British Sign Language skills
4. Driving licence

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## Literary Administrator

# Summary of main terms and conditions of service

*Contract*

This post is offered on a fixed term contract running from April 2019 and will run for 12 months.

*Salary*

The part-time salary offered is £12,900, equivalent to a full time salary of £21,500 per year.

*Hours*

This is a part-time post of 21 hours (3 days) per week, plus one hour per day for lunch. Graeae's opening hours are 8.30am – 6.30pm.

Occasional evening work and work away from base 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*

Based on a 3 day working week, the post holder is entitled to 20 days paid holiday per annum including proportional entitlement to public holidays. Holiday entitlement may not be carried forward and there is no cash alternative.

*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: Literary Administrator**

**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**

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| --- |
| 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 1,000 words 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 all the information provided in this application form, together with any other information that I may provide during the course of my application, is true and accurate to the best of my knowledge and belief. I understand and agree that any information I provide may be verified through personal or written contact in whatever manner is considered appropriate by Graeae and that any false or misleading statement may be sufficient cause for rejection or, if appointed, dismissal.

**Signed (type or write full name here):**

|  |
| --- |
| 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**