



**Travelling Light Theatre Company**

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[www.travellinglighttheatre.org.uk](http://www.travellinglighttheatre.org.uk)

26 March 2021

**Dear Applicant**

Thank you for your interest in the position of Production Manager for Travelling Light Theatre Company.

We are looking for a highly motivated and skilled individual to take on the role of Production Manager and join the Travelling Light team. The successful candidate must have a strong belief in the company's mission to inspire young people through theatre.

This pack contains a variety of information about the Production Manager role including background information about the company, job description, person specification, application form and equal opportunities monitoring form.

Application guidance can be found on page 4. Please read these instructions carefully. Should you have any queries regarding this position, please contact Ali Sully, General Manager on 07305 015081 or email [admin@travellinglighttheatre.org.uk](mailto:admin@travellinglighttheatre.org.uk).

The deadline for receiving applications is **10am Monday 19<sup>th</sup> April**. Applications should be submitted by email to [admin@travellinglighttheatre.org.uk](mailto:admin@travellinglighttheatre.org.uk), with 'Production Manager application' noted within the subject line.

Interviews will take place week commencing **26<sup>th</sup> April**.

We look forward to receiving your application.

Regards

Dienka Hines

Executive Director

**Patrons: Richard Pendlebury MBE DL | Sir Nick Williams | Vanessa Stevenson | Philippa Lowthorpe**

Travelling Light Theatre Company is registered in England, company no. 02539087, registered charity no. 1065012  
VAT registration no. 713204875

## **Background information**

Travelling Light creates outstanding theatre for and with young people that inspires their thinking, engages their emotions and fires their imaginations. Over the last 37 years we have sparked the creative journey of over one million children and young people in our locality of Barton Hill, throughout Bristol and beyond.

Travelling Light creates award winning professional touring work to allow children, young people and their families equal access to artistic excellence. Our productions tour to theatres, arts centres, festivals, community venues and schools and for many of our audiences seeing one of our shows is their first experience of theatre and can inspire a lifetime's enjoyment. Our work is nationally and internationally facing, while remaining embedded within our community of Barton Hill in Bristol.

Travelling Light's thriving and wide ranging participation programme offers creative experiences to over 2,000 young people per year. Our programme is based on the principle that every child and young person is entitled to a safe space to be creative, use their imaginations and tell their stories.

To find out more information about our current work please visit our website [www.travellinglighttheatre.org.uk](http://www.travellinglighttheatre.org.uk)

## **Context of the Role**

Travelling Light's programme of activity is evolving. During the coronavirus pandemic we have continued to create work for children and young people. New avenues for our storytelling have been explored over the past year, with the production of a storybook and digital work. We hope to continue to work creatively in these mediums alongside a return to touring to schools and venues and providing participative projects for young people.

In 2021-22 we plan to create two new productions, for an autumn schools tour and a winter venue run. We will also be developing our programme of community engagement, and R&D for future projects. The Production Manager will work closely with the company's small staff team, providing technical expertise and logistic planning experience for the programme, both at home and out on tour.

## **Summary of main Terms and Conditions**

Please note that this is a summary only and does not form part of a subsequent contract of employment.

### **Job title**

Production Manager

### **Location**

The post-holder will mostly work at Travelling Light's base in Barton Hill Bristol, apart from when on tour. Homeworking is also supported.

### **Hours**

20 hours per week, expanded to 37.5 hours per week when working on rehearsal and production periods and whilst on tour (plan to tour Autumn 2021).

### **Salary**

£24,969 pro rata

### **Contract**

One year Fixed Term (to be reviewed before contract end). Expected start date June 2021.

### **Annual Leave**

28 days pro rata (including statutory holidays)

### **Pension**

Travelling Light is a member of the ITC/Equity Performing Arts Pension Scheme. Employees are entitled to join the scheme on joining the company.

### **Notice period**

One month

### **Training and Development**

The successful candidate will undertake a thorough induction with the company in their first week. Regular meetings with their line manager will address any subsequent training requirements.

### **Proof of right to work in the UK**

We are required by law to check that all employees have proof of right to work in the UK

### **DBS Check**

Due to the nature of our work all employees are required to have a current (within 3 years) DBS check.

## **Application Guidance**

Applications must be submitted on the enclosed application form. Please read the Person Specification and Job Description carefully. Make sure that you meet the criteria before making an application for the role. Make sure that you fully address the Person Specification when completing the Personal Statement section. Your application will be judged on whether you meet the criteria. Only relevant information will be considered when shortlisting applicants for interview.

The deadline for applications is 10am Monday 19<sup>th</sup> April. Applications will not be accepted after this time. Candidates will know if they have been shortlisted by the end of that week. Please note, we do not give feedback at application stage.

Interviews will take place week commencing 26<sup>th</sup> April. We hope these will take place face-to-face, depending on current coronavirus guidance.

## **Data Protection**

Data collected will be processed and held in accordance with the UK General Data Protection Regulations 2018. Information contained within this application form is processed under the lawful basis of Contract, in order to shortlist for the advertised post, assess your performance in the future (should your application be successful) and monitor the efficiency of our recruitment and other employment procedures.

We reserve the right to validate all information entered on this form. If your application is unsuccessful, your details will be retained for six months after which it will be securely destroyed.

## **Equalities Statement**

Travelling Light are committed to promoting equality and diversity in all areas of our work: from the way our services are delivered, to the recruitment and support of staff and volunteers. We aim to treat people fairly and work hard to eliminate all forms of discrimination.

We recognise that all people are different in both visible and non-visible ways. We acknowledge that everyone has different perspectives, ideas, opinions, histories, knowledge and culture and that this diversity brings great strength to the organisation. We are committed to encouraging, valuing and respecting this diversity.

We welcome applications from people from the widest possible diversity of background, culture and experience.