

## Leicester Drama Society Ltd. and The Little Theatre



### Appointment of a Workshop Manager, 2021

### Background Information, Terms & Conditions, Application

#### The Leicester Drama Society

**Leicester Drama Society Ltd. (LDS)** was founded in 1922 and has run The Little Theatre in Dover Street since 1930. It is a company limited by guarantee and a registered charity. LDS has owned The Little Theatre since 1932 and has survived without public subsidy. It is arguably one of the best equipped amateur operated theatres in the country.

Leicester Drama  
Society Limited

Prior to COVID, each season the Drama Society's members usually put on 14 productions of their own in the main auditorium and another four in the Haywood Studio as well as hosting some professional events. There are also five other local groups that hire the theatre regularly. LDS also engages a number of professional shows for one- or two-night stands. LDS normally runs a Youth Theatre on Saturday mornings for two groups of 30 participants aged 8-18. On a Thursday evening an Acting Workshop is held for those members who wish to develop their acting skills. The Society also owns premises nearby in Albion Street which contains two rehearsal rooms and the wardrobe store from which a Costume Hire business normally operates.

The Little Theatre,  
Dover Street, Leicester,  
LE1 6PW

Registered in England,  
Company No.268828

Registered Charity  
No.214249

LDS is governed by a Board of eleven Trustees who delegate day to day work to five Operating Teams: Backstage Co-ordination, Facilities, Marketing, Production Planning and Production Implementation. Employees may not stand for election to the Board of Trustees or the Operating Teams. Due to closure there are currently no elected Operating Teams. The Trustees have been meeting fortnightly since the Spring of 2020.

#### Performances and Audiences:

The main auditorium has an audience capacity of 349. The Haywood Studio has a maximum audience capacity of 60 in unreserved seating. Use of the studio as a performance space is limited by its function as one of the evacuation routes from the main house. Over the 12 calendar months pre-COVID we sold 44,000 tickets at a total cost of £615,000.

Society membership and audience members are drawn from Leicester city, Leicestershire (from Market Harborough, Lutterworth and Rugby to Loughborough, Melton Mowbray, Market Bosworth and Hinckley) as well as from Rutland, Northamptonshire and Nottinghamshire.

#### Workshop and Paintshop

There is a small workshop on the ground floor of the theatre containing a materials storage area, a large work table and a range of large and hand-held power tools. The Paintshop is at first floor level, behind the stage. As well as being somewhere to paint it is the crossover from SR to SL.

**Terms and Conditions:**

*Working hours:* Your hours of work will be those necessary to complete your duties and not less than 37 hours a week. Flexibility in your working hours to meet the needs of the Society is a pre-requisite in successfully fulfilling your role and responsibilities. This will include weekends and evenings.

*Holidays*

You will be entitled to 28 days' paid holiday per annum including the statutory Bank Holidays. If the theatre is open for a performance on a Bank Holiday it is expected that the office and Box Office will be open. The 'holiday year' runs from 1<sup>st</sup> August to 31<sup>st</sup> July the following year.

*Probationary period, Notice and Review*

The post is subject to a six-month probationary period. If the appointee leaves during or at the end of this period, the Society reserves the right to claim back the cost of any training courses for which it has paid. Following successful completion of the probationary period, the period of notice required on either side will be three months. The role will be subject to an annual performance review. An annual budget for your personal professional development will be provided.

*Salary:* will be in the range £22,000-£25,000, and you will be enrolled in the Nest pension scheme. A (chargeable) car parking place will be available at our Albion Street premises.

*Confidentiality:* It is a term of employment that you should not at any time disclose or volunteer any information to any person, firm or Company regarding the conduct or operation of the Society's business. It is also a term of employment you will not conduct any dialogue with Newspapers, TV, Radio or any other form of media without the express authority of the Honorary Secretary.

*Starting date:* It is hoped that the appointee will start work as soon as possible. Before an appointment is confirmed the Society will, with the appointee's permission, seek a DBS disclosure.

**Application:**

You must complete the application form and Equal Opportunities form clearly in black ink or type, sign it and return it by email. Only applications made on the form are accepted, we do not accept CVs alone, though you may attach a CV to a completed form to give additional information.

The full Job Description, Application form and Equal Opportunities form may be obtained from <https://www.thelittletheatre.co.uk/vacancies> or by emailing [MaryJayneHardingScott@thelittletheatre.co.uk](mailto:MaryJayneHardingScott@thelittletheatre.co.uk) and asking for them to be emailed to you.

**Completed applications should be sent by email to**

Andy Crooks,  
Chairman, Leicester Drama Society Ltd.  
[Andy.Crooks@thelittletheatre.co.uk](mailto:Andy.Crooks@thelittletheatre.co.uk)

**To arrive no later than 12 noon on Friday 2<sup>nd</sup> July 2021**

***Interview:* It is hoped to hold interviews in the week commencing 12<sup>th</sup> July 2021.**