

Theatr Clwyd

Company Support Assistant (SLT)

Recruitment Pack



© Milky Peaks (2022)



Home, I'm Darling (2019)



Liam Evans-Ford
Executive Director

Kate Wasserberg
Artistic Director

Theatr Clwyd is currently operating in the most exciting, and critical, period in its history.

In 2021, the theatre became an independent charitable trust and trading group, having been run by Flintshire County Council since opening in 1976.

In addition to the new governance model Theatr Clwyd is in the construction phase of a major capital redevelopment of the main facility in Flintshire, a £45m project supported by Welsh Government, Flintshire County Council and Arts Council of Wales. The project will reimagine what a theatre and arts centre can be, how it can be a home, a place of wellbeing, a place of learning, laughter, delight, and a place of equality and support for all the communities we are here to serve.

We are also now responsible for the running of William Aston Hall in Wrexham, a 1000 capacity concert venue owned by Wrexham University, and we also have the responsibility of running the music service in Flintshire via our partner charity – Theatr Clwyd Music Trust.

Theatr Clwyd is here for future generations, and its vital that we strive towards our mission in all that we do ‘To make the world a happier place, one moment at a time’

We hope you are excited to find out more about this vacancy and can't wait to meet you.



Junkyard (2017)

Theatre Making

Theatr Clwyd has been making world-class theatre in the hills of North Wales since 1976.

We are one of few theatres in the UK to still have scenic construction, costume making, props, and scenic art teams all in-house alongside the lighting, sound, and stage teams. We always aim to offer the warmest environment for creative teams to produce their best work.



To Dream Again (2016)

We have two permanent theatre spaces – a 600 seat proscenium arch theatre and a fully flexible 250 seat studio theatre.

Whilst the redevelopment takes place, we have taken ownership of The Mix Theatre next to the main theatre complex, a 270 seat end-on auditorium with an in-built LED lighting rig of over 500 lights.

Before the start of the redevelopment, we produced between 12-14 shows per year, made up of a combination of world premieres and re-imaginings of contemporary classics with a focus on artists born, raised or living in Wales. We make work on our stages, online and in our communities, and have delivered with major co-producing partners.

We have a flexible approach to theatre programming, with no set seasons of work, with the only fixed element being our Rock 'n Roll Pantomime that attracts around 30,000 audience members annually.



Productions over recent years include *Home, I'm Darling* (a co-production with The National Theatre); *The Assassination of Katie Hopkins*; the immersive *Great Gatsby*; *Isla* (a co-production with the Royal Court, and then re-commissioned for BBC TV); and the digitally delivered *The Picture of Dorian Gray*.

The development of theatre-makers is a core part of our approach, and we are always striving to go further. We work with all disciplines to support and nurture the next generation of theatre-makers in our communities, in Wales, and beyond, and have significant partnerships in place with organisations such as Royal Welsh College of Music and Drama.

We regularly employ 400 freelancers each year across theatrical and artistic disciplines.

We love making theatre of all scales, and in addition to core team members with dedicated theatre-making disciplines we spend between £1.2m-£2m each year directly on theatre production.

We are committed to the Theatre Greenbook programme as we work to ensure our operations are environmentally sustainable. We are also in the early stage of a partnership called Ramps Cymru, which aims to make the theatre sector in Wales the most open and accessible theatre sector in the world.



In recent years, Theatr Clwyd has won an array of prestigious awards including Best New Musical (UK Theatre Awards), Digital Delivery (WhatsOnStage), Regional Theatre of the Year (The Stage) and an Olivier award for Best New Comedy for *Home, I'm Darling*.



Theatr Clwyd from above (2021)

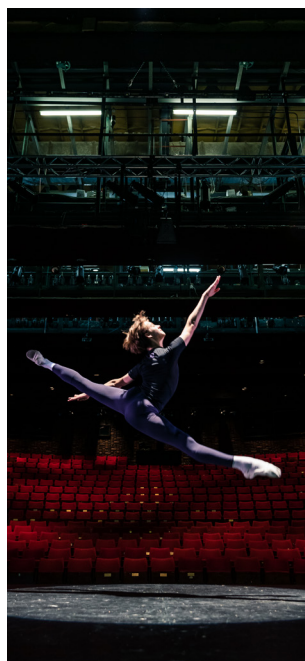
Our Building

The Theatr Clwyd building in Flintshire was opened in 1976, and is astonishing in its ambition, scale, and quality of provision. Its Grade II listing in 2018 noted it as *‘an important example of a post war civic arts and theatre complex, the key example of this building type in Wales and one of the leading examples in the UK.’*

Pre and post capital the building hosts two main auditoria, a cinema, gallery spaces, and events spaces.

The £50m investment will offer high-quality rehearsal rooms, revitalised theatres, and fit for purpose theatre-making spaces for all of our in-house teams.

There will be dedicated space for training in theatre-making, our work with young people, our referral partnerships for health and wellbeing, and events and catering spaces to help increase revenue generation.



Main House (2019)

Our front of house areas are re-imagined to be open and welcoming, make the most of our stunning location, and allow us to become an all-day destination that can welcome young families for creative play, as well as those who want to enjoy food and drink with friends and family. Both front and back of house areas will have the highest of accessibility standards delivered for company members and visitors alike.

The new building will be gas free, will harvest rainwater and solar energy, and will be able to operate at carbon neutral, on a good day at carbon positive.

The scheme has been developed with Haworth Tompkins whose previous theatre buildings include London’s Royal Court, The Young Vic, Liverpool Everyman, Bristol Old Vic, and The National Theatre.

We are due to receive the building back in the summer of 2024, with no plans to open to the public until winter 2024, and the expectation of a full season of programming beginning in 2025. [Click here](#) for more information.



Redeveloped Building Images | By Howarth Tompkins





The Assassination Of Katie Hopkins (2018)

Our Business

Theatr Clwyd Trust and trading group, and Theatr Clwyd Music Trust which delivers all music education in the county, have an annual turnover of around £7m which is made up of core public funding and earned income.

We are the third biggest client of the Arts Council of Wales, currently receiving £1.8m per year (the investment review will take place during January-March 2023) and generate around £1.8-£2m per year via our box office.

In July 2022 Theatr Clwyd took on the running of William Aston Hall, a 1000 seat concert hall in Wrexham owned by Glyndŵr University. The site, located in the largest city in North Wales and only 20 minutes from our base in Flintshire, allows for different elements of programming including high profile standup comedy and current and popular music. The wider partnership with the university towards training and development is enhanced by our management of this venue.

Pre-pandemic we attracted 200,000 visitors to live events at our site in Flintshire, and a further 100,000 attendees to Creative Engagement and Music activities. Between 2018-2020 we had over 500,000 people see a Theatr Clwyd production elsewhere in the UK.

Post-pandemic we are in a strong position, with audience numbers at a recognisable pre-pandemic level, and positively benchmarked compared to other similar venues in the UK. We have sensible levels of reserves in place, and long standing funding relationships with both Arts Council of Wales and Flintshire County Council.



Our Community

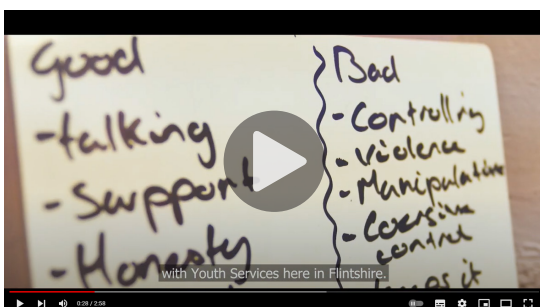
Our work with our communities is at the heart of what we do and has equal status with the work we produce and present on our stages. We have one of the largest Creative Engagement teams in the UK and the whole company are involved in community activities.

Working in partnership is one of the key ways we deliver support and social care within the community. Social Services have been a long-lasting partner, and this was strengthened during the pandemic where we co-created programmes with some of the most vulnerable young people in our community.

We also have a long-standing partnership with our NHS Board, Betsi Cadwaladr, working with local hospitals and care homes creating intergenerational projects and award-winning work supporting those with memory loss. For the last 5 years we have streamed our major Christmas production into every hospital in North Wales, and to over 60 care homes in the region, for free.

We have weekly workshops for all ages (our youngest member is 4 years old and our oldest 78 years old) and we strive to create socially engaged projects and a high standard of productions with and for these groups.

We work closely with schools all over North Wales, taking civic responsibility projects into schools based on identified need, and each week we deliver over 1000 music lessons via our in-house team of musicians.



We keep a promise to all our participants.
We will always listen so that we never stop learning.
We will always care so that you can achieve your dreams.
We will create together.
We will always be your home.

More information on our work for communities can be found [here](#)



Our Company

Our company is made up of our 140 direct core company members, 100 relief and seasonal company members, over 400 freelance artists and practitioners each year, and 150 volunteers who work with us on a regular basis as ushers and across other disciplines.

The main Theatr Clwyd Trust Board is made up of a dedicated and skilled set of trustees.

More information on the board can be found [here](#).



The Role

- **Role Title** - Company Support Assistant (SLT)
- **Contract Type** - Permanent
- **Family** - Company Support
- **Team Specialism** - Company Support
- **Hours** - 37 hours per week
- **Starting Salary** - £23,407
- **Salary Grade** - OP2
- **Reports to** - Company Support Manager

Purpose of the Role

To provide an efficient and effective PA service to the Senior Leadership Team (currently six team members)

To assist the Executive Officer in providing support to the Joint CEOs with administrative tasks as required.

Job Description

Key responsibilities:

- Maintain diary management and efficient coordination of meetings and other appointments on behalf of the senior leadership team, as required.
- Maintain effective systems and processes for supporting and communicating with the senior leadership team.
- Provide support to the senior leadership team in responding to and filtering requests on their behalf.
- Ensure the senior leadership team members have all necessary papers for meetings in advance, and that any instructions/directions are obtained prior to the meetings.
- Assist with any projects, research or discreet pieces of work as required by the senior leadership team.
- Assist in preparation of presentations, reports and documents as required.
- Assist in organising routine team meetings, including setting up and providing meeting support on Microsoft teams meetings.
- Take minutes of meetings as required.
- To follow-up on any action points resulting from meetings as required.
- Assist with organising events including away days and other meetings as required.
- To arrange all necessary travel and accommodation arrangements for the senior leadership team as required.
- Maintain a high degree of confidentiality with regard to issues concerning employees, trustees and external partners. Respond positively with tact, sensitivity, and awareness to all in relation to duties undertaken.
- Providing cover for the Executive Officer as and when required.
- Any other duties relevant to the post as agreed with your Line Manager.



Hansel & Gretel (2018)

Person Specification

Essential

- Experience of personal assistant, administrative and secretarial work
- Experience of providing support to multiple managers or leaders simultaneously
- Experience of working in a busy administrative team
- Excellent use of Office applications such as Word, Excel, PowerPoint
- Experience of diary and meeting management
- Excellent interpersonal skills with the ability to communicate with a wide range of individuals.
- Excellent written and spoken communication skills
- Well organised and self-motivated; able to plan and undertake work on your own
- Able to prioritise a diverse workload, meet tight deadlines and use own initiative

Desirable

- Written and spoken Welsh
- Good knowledge of art forms other than theatre, including but not limited to dance, music, art, film and literature, in Wales and across the UK.
- Shorthand and/or other minuting skills.
- Experience of organising events
- Willing to work occasional weekends and evenings
- Full driving licence.



The Importance Of Being Earnest (2017)

Recruitment Process

Closing date: Friday 29th November 2024, 5pm

Interviews: TBC

Shortlisting of applications and interviews for the role will take place while the advert is live; the advert will close once the successful candidate(s) are found. Candidates are therefore encouraged to submit applications as soon as possible.

For more information or an informal chat about this role please contact:

Sarah Eldridge
Company Support Manager
sarah.eldridge@theatrclwyd.com

Benefits for Company Members

- Complimentary tickets for Theatr Clwyd shows and events, subject to availability and policy
- Discounts in the theatre's café bar and gift shop
- Pension scheme with NEST
- 32 days annual leave (including bank holidays), pro rata, increasing with length of service
- An in-house Wellbeing Programme
- Access to Occupational Health
- We are also a member of Parents and Carers in the Performing Arts (PiPA)



Equal Opportunities

We want our company to be representative of all sections of society and welcome applications from everyone.

We believe diversity is about celebrating and valuing individuals. We have an equality of opportunity approach and aspire to give everyone the chance to achieve their potential.

We would be grateful if you could please complete our [Equal Opportunities survey](#).

We would love to hear from you in whatever way feels most appropriate to you.

If you would like to access this application pack or submit your application in another format, we would be happy to speak to you about your needs.

Please contact us on 01352 344101 or people@theatrclwyd.com to discuss further

Theatr Clwyd recognises that the ability to communicate in Welsh is an important and valuable skill in the workplace. We welcome applications for any post from candidates who are able to work in both Welsh and English.

We will contact all unsuccessful candidates to tell them they have not been shortlisted for interview.