

Recruitment Pack for Workshop Manager, October 2021

Thank you for your interest in joining Polka.
"The place to be for children's theatre" ayoungertheatre.com



This recruitment pack is designed to tell you more about us, the job role you would be doing, the skills and experience you would bring to the role and the qualities and values we're looking for. It also explains how you can apply and the interview process.

If you have any feedback or questions about this recruitment pack or require it in a different format, please let us know. We can be contacted on 020 8543 4888 or email lynette@polkatheatre.com

We look forward to receiving your application by **9am on Wednesday 3rd November 2021.**

Equal Opportunities

Polka's commitment as an equal opportunities employer means we are keen to encourage applications from people of colour, people across the gender spectrum and people who self-identify as disabled, who are underrepresented in our sector.

Our newly redeveloped venue is accessible for wheelchairs and prams/buggies; most spaces can be accessed step-free.

As a children's theatre we are generally open during the daytimes and weekends, rather than evenings, making us well suited to people who have families and/or other caring responsibilities outside of work.

As an important part of our local community in Wimbledon and the London borough of Merton, we are also well suited to people who live nearby and are looking to work locally, rather than travel into or through central London.





About Polka

Polka is a pioneering national theatre for children based in Wimbledon, South West London. The first UK venue to be created exclusively for young audiences, we celebrated our 40th anniversary in 2019. We are one of just a handful of dedicated children's venues in the UK. Presenting a year-round programme of new work made at Polka, visiting shows, and Creative Learning activities for 0-12 year olds, we continue to pioneer developments in children's theatre, nurture artistic talent in the sector, and maintain an international reputation while serving local communities.

Polka is a charity and Arts Council England National Portfolio Organisation. Our mission is to empower children to navigate their world through inspirational theatre and creative experiences. Over 100,000 people visit us each year and a further 18,000+ take part in creative learning and community activities. We involve children at every stage of the creative process and lead the way in Early Years theatre for under 6s together with our academic collaborators and the EU-funded small size network.

Inclusivity is and always has been an integral part of the company's offer. In 2007, Polka pioneered relaxed performances for children on the autistic spectrum, a model which continues to be replicated across the cultural sector. We run a free ticketing scheme, enabling children from deprived areas to experience live theatre for the first time, and a range of initiatives that provide opportunities for children with particular access needs or who live in challenging circumstances to participate in our activities. We offer opportunities for all children and families regardless of age, ability, culture or background, to engage in theatre.

This is an exciting time to be joining Polka. Since opening our Wimbledon home in 1979, over 3.5 million children, parents, teachers and carers have been through our doors and we now have an opportunity to redevelop and reimagine Polka for future generations. Our redeveloped venue opened in summer 2021.

For more information about Polka Theatre and our work, please visit www.polkatheatre.com

Polka is funded by Arts Council England, London, registered charity number 256979.



Vision and Values

Polka's mission is to 'empower children to navigate their world through inspirational theatre and creative experiences.' We are looking for people who are conscientious, proactive and reliable in their approach to work with a willingness to learn and ability to adapt to changes and share Polka's vision:

Improving children's lives, bringing communities together, creating ground-breaking theatre.

As well as our values:

Child-centred placing children at the heart of everything Polka does

Community engaging our diverse communities of children, families, educationalists and artists

Excellent pioneering, adventurous, offering the highest quality

Memorable creating magical, meaningful experiences

Inclusive welcoming, accessible, nurturing, supportive, representative.





Job Description

This role is full-time fixed term for 1 year with the potential to extend. As this is a new role, we will review the job description together after 6 months to ensure it meets the needs of the company, making changes as necessary. Further details can be found in the 'Main Terms and Benefits' section below.

You will play an important role supporting the Head of Production in delivering the best possible service to Polka productions and projects, with responsibility for the construction, mounting, and rigging of scenic elements. You will manage the workshop spaces and the team onsite at the theatre and offsite at our Batsworth Road workshop space. You will be practical and hands-on, ensuring the workshop and production teams work smoothly and effectively together.

Polka produces between 5 and 8 new in-house productions each year across its two theatre spaces. Around half of these are co-productions and partners have previously included Complicité, Little Angel Theatre, Royal and Derngate and The Royal Opera House. We undertake some touring and also receive companies to our Wimbledon home, although the majority of the year is presenting our home-produced work. Having our own workshop means we build all our own sets as well as sets for other theatre companies. The production team also facilitate various projects (including education activities and community and fundraising events) which take place in other areas of the building or at other venues.

Key Responsibilities

Your job description includes responsibility for:

Productions and projects (including activities and events)

- With the Head of Production, be actively involved in practical planning and set up for productions, including assisting Designers in pre-production and pre-rehearsal phases to cost up and plan the delivery of the design
- Recruit and lead the workshop team as required on carpentry for productions
- Recruit and organise prop makers and paint teams in agreement with the Head of Production, working within agreed budgets and schedules
- Ensure that rehearsals, fit-ups and get-outs, on site and at external venues, are fully planned and communicated and that all scenery and equipment is safely installed and dismantled
- Move and store goods, equipment, scenery, furniture, stage properties and effects as required, in accordance with good manual handling practice
- Support productions with maintenance/repairs once up and running and any other duties as required by the Head of Production.

- Support the delivery and management of workshop requirements for the Creative Learning team's projects and activities and the Development team's fundraising events
- Organise workshop hires and deliver set builds for external companies, within the scope of the rest of the organisation's needs
- Attend offsite venues for co-productions and touring productions as required.

Workshops (onsite at the theatre and offsite at Batsworth Road)

- In conjunction with the Head of Production, proactively seek opportunities to maximise the hire and rental of Batsworth Road workshop and wider production services for commercial gain. Be the point of contact for such activities and lead external builds in Polka's workshop as required.
- Manage the safe use of the workshops, in compliance with relevant legislation i.e. Health and Safety (H&S), Provision and Use of Work Equipment Regulations (PUWER), Control Of Substances Hazardous to Health (COSHH), Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)
- Maintain the workshops by arranging the repair of equipment, tool and stock maintenance, planning upgrades, procurement and waste management, ensuring best value.
- Manage the maintenance budget for the workshop spaces, in conjunction with the Head of Production
- Lead the workshop team by scheduling and motivating them and providing training in best practice where required
- Act as one of the first responders for the Batsworth Road Workshop to any building emergencies such as leaks, power outages, heating loss, fire alarms, and basic plumbing issues.
- Drive the Polka company van as required to facilitate fit ups and scenery delivery/collection.

Contractors and Suppliers

- Schedule, monitor and record external contractors for regular maintenance.
- Work with the Building and Facilities Manager to ensure:
 - regular statutory tests and inspections are completed e.g. fire and security systems, PAT and emergency lighting
 - regular monitoring tasks are completed and logged e.g. fire extinguisher checks, weekly fire alarm, call points and refuge system testing, emergency and building lighting checks, exit routes, fault reporting etc
 - all CCTV equipment is operational in the Workshops in order to meet Polka's data protection, security and insurance requirements
 - Monitor energy usage in line with Polka's environmental policy.

Training

- Lead training and induction sessions for relevant team members to familiarise and refresh them with the Workshops systems

Health and Safety (H&S) for Theatre and Workshops

- Ensure all maintenance work carried out abides by H&S legislation with safe systems of work in place
- Conduct general fire and H&S risk assessments for the workshop buildings as well as method statements and risk assessments for construction on Polka productions.
- Support the Head of Production who is the Team Lead for the H&S Team, attending regular meetings and contributing to the H&S Team
- Keep up to date with H&S regulations specific to workshop equipment and industry advice pertaining to safe working within Covid-19 guidelines.

All team members are expected to

- Champion and honour Polka's vision and values (you can find these on the previous pages)
- Maintain confidentiality and abide by Polka's policies and procedures
- Follow Health and Safety rules at work
- Follow Safeguarding rules and legislation
- Actively ensure Equality, Diversity and Inclusion is part of Polka's culture
- Contribute to Polka's Environmental Action plan by thinking and working sustainably
- Contribute towards Polka's fundraising goals, this may include research, writing applications, advocacy and managing relationships
- Take part in operational teams to help share learning, find joint solutions and drive change
- Participate in all training, development and wellbeing initiatives as required
- Undertake any other duties as may be reasonably required.



Person Specification

The following skills, knowledge and experience are required to carry out this role. There are some which we have suggested are beneficial but not essential to have.

Skills and knowledge required	
1	Strong engineering and carpentry skills with a good knowledge of structures and construction drafting
2	Ability to use Microsoft Office: Outlook, Word, Excel, Vectorworks or similar CAD package on a regular basis
3	Proven ability to organise projects and people, giving the attention required, within a set timeframe or by a deadline
4	Proven ability to manage budgets
5	Proven ability to write and speak eloquently in order to negotiate with people both internally and externally and manage difficult conversations
6	Proven ability to manage a team as well as working independently (alone), dealing with a diverse range of people at all levels using diplomacy, discretion and patience
7	Proven knowledge of H&S legislation and procedures, including PUWER, COSHH, LOLER, Construction Design Management, and IOSH Level 3 in H&S
8	Full and clean driving license (experience of driving Luton van desirable)
Experience required	
9	Demonstrable experience of working in production in a professional theatre or performing arts environment, with a qualification in stage carpentry or experience of set construction/building scenery including using a wide range of workshop-based tools and machinery
10	The following qualifications/certifications are beneficial but if you haven't got them or they have lapsed Polka will arrange and pay for them: First aid, Fire marshal, Working at height, ManSafe overhead system



Main Terms and Benefits

Job title Workshop Manager

Reporting to Head of Production

Responsible for Casual and freelance workshop team members, contractors

Works closely with Technical Manager, Building and Facilities Manager

Role This role is full time fixed term for 1 year with the potential to extend and we're open to discussing a flexible working patterns dependant on experience and/or job share proposals.

Salary £28,000 - 30,000 per year depending on experience

Hours A full-time working week is 35 hours over 5 days Monday to Friday (excluding 1 hour for lunch). This role requires a flexible approach to working hours in line with the theatre's operations, and days which will include evenings and weekends.

Location Polka Theatre's production workshop space at Unit 6, 1 Batsworth Road, Mitcham CR4 3BX and Polka Theatre at 240 The Broadway, Wimbledon, London SW19 1SB.

Holiday 20 days per annum plus bank/public holidays.

Pension and benefits

- After 3 months you will be automatically enrolled into NOW Pensions scheme in accordance with statutory deadlines and contributions
- Flexi-time – you can start work anytime between 9am and 10am and work the corresponding 8 hours (with one hour for lunch) within the requirements of the organisation
- RISE health and wellbeing service (including face to face counselling)
- Complementary tickets for all Polka productions subject to availability
- Discounts on main meals, tea and coffee in Polka's café.

Probationary period Appointment is subject to satisfactory completion of 3 months. Notice period during probation is 2 weeks for both you and Polka.

Notice Period 1 month for both you and Polka.

Application Process

Key Dates

Deadline 9.00 am on Wednesday 3rd November 2021

Interview week commencing 8th or 15th November 2021

Ideal start date as soon as possible



How to apply

Please complete and send the following to Lynette Shanbury, Executive Director at lynette@polkatheatre.com or post it to them at Polka Theatre, 240 The Broadway, Wimbledon SW19 1SB. Remember to include *Workshop Manager* as your email subject line or on the envelope.

Document	Link
Current CV	
Short cover letter addressing the Person Specification	https://polkatheatre.com/jobs/
If you would prefer, you are welcome to send us a short video or audio file (no longer than 5 minutes), telling us about yourself, your current and previous job roles and any relevant qualifications and/or knowledge, skills and experience.	
Privacy Notice	https://polkatheatre.com/jobs/
Equality monitoring questionnaire	https://www.surveymonkey.co.uk/r/YTY6PZZ

The Equality monitoring questionnaire is not sent to the person named above. It helps us understand whether we are succeeding in promoting equality of opportunity and encouraging representation. It is completely separate from your application and we do not connect the two.

On completion of all the above documents by the deadline, we will acknowledge receipt of your application. We regret that late applications will not be considered.

You can find out more about us by clicking on [this link to our website](#).

If you would like to discuss this role in more detail please call Lynette Shanbury on 020 8545 8323 or email lynette@polkatheatre.com

Interview Process

Because of the nature of this role, we would like the interviews to take place in-person at Polka Theatre (with a visit to the workshop at Batsworth road to be arranged as part of a second-round interview); this will give you an important chance to see the buildings you'll be working with. Zoom interviews are also a possibility if you prefer.

If the interview is via Zoom, we will email you a meeting invite, which includes a link to the interview, in advance.

We will let you know if there is anything in particular that we need you to prepare in advance.

All applicants will receive a response from us to confirm whether or not they have been selected for an interview. We aim to give at least half a weeks' notice ahead of the interview date.

All applicants who attend an interview will be offered feedback. It is not possible for us to give individual feedback if you have not been selected for an interview.

Thank you very much for your interest. We look forward to hearing from you.

