



'Recruitment Pack for Workshop Manager January 2022

Thank you for your interest in joining Polka.
"one of the best-equipped kids' theatres in the world" Time Out



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 ed@polkatheatre.com.

We look forward to receiving your application by **9am on Thursday 24th February 2022.**

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 to the public 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 part-time and is permanent. We will consider applications for flexible working and job-sharing. 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 the scenery. You will manage the workshop spaces and the team onsite at the theatre and offsite at our Batsworth Road workshop space. You will have strong carpentry skills and 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 and Production Managers in pre-production and pre-rehearsal phases to cost up and plan the delivery of the design.
- Acting as Production Carpenter, manage the set construction of all Polka produced shows and co-productions where Polka is building the set.
- Recruit and lead the workshop team as required on carpentry for productions.
- Recruit and organise scenic artists and prop makers in agreement with the Head of Production, working within agreed budgets and schedules.
- Manage ongoing maintenance and repairs of shows running at Polka Theatre.
- Carry out any carpentry work required at Polka Theatre to maintain the building.

- 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 the delivery and management of workshop requirements for the Creative Learning team's projects and activities and the Development team's fundraising events.
- Attend offsite venues for co-productions and touring productions as required.

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

- With the Head of Production, proactively seek opportunities to maximise the hire and rental of the 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.
- Drive the Polka company van as required to facilitate fit ups and scenery delivery/collection.
- Schedule, monitor and record external contractors for regular maintenance at Batsworth Road.
- Work with the Building and Operations Manager to ensure:
 - regular statutory tests and inspections are completed e.g. fire and security systems, PAT and emergency lighting at Batsworth Road.

Training

- Lead training 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.
- Attend training as required and maintain awareness of H&S regulations specific to the spaces and equipment used, and all industry advice pertaining to safe working within Covid-19 guidelines.
- Ensure all potential hazards are made safe as soon as is practicably possible and all specialist electrical equipment is correctly shut down at the end of each working day.
- Support the Head of Production who is the Team Lead for the H&S Team, attending meetings as required and contributing to the H&S Team.
- Ensure all external hires are fully briefed on the safe use of spaces.
- Produce risk assessments and method statements when required.

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 carpentry skills with a good knowledge of structures and construction drafting
2	Ability to use Microsoft Office: Outlook, Word, Excel, and 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 write and speak eloquently in order to negotiate with people both internally and externally and manage difficult conversations
5	Ability to work well in a team (in a group of people) and independently (alone), dealing with a diverse range of people at all levels using diplomacy, discretion and patience
6	Proven knowledge of H&S legislation and procedures, including PUWER, COSHH, LOLER, Construction Design Management, and IOSH Level 3 in H&S
7	Full clean driving license, able to drive Polka's Luton van.
Experience required	
8	Demonstrable experience of working at management level in the scenery department 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
9	The following qualifications/certifications are beneficial but if you've not got them or they've 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

Role Part-time, permanent. Equivalent 2.5 days per week.

We will consider applications for flexible working and job-sharing so please let us know your preference for this in your application.



Salary £32,000 - £34,000 per year pro rata depending on experience. (Pro rata salary would be £16,000 - £17,000 per year).

Hours 910 per year. This role operates on an 'annualised hours' contract as the work reflects the ebb and flow of Polka's activity schedule and to better fit in with the intense work needed in the run up to productions/events. This means you'll work an average of 17.5 hours (2.5 days) per week. Working hours are 7 hours per day, excluding a lunch break of 1 hour.

This role requires a flexible approach to working hours and days which can include evenings and weekends to support the demands of the theatre's work. For any additional hours that may be necessary to fulfil the requirements of the post we operate a TOIL system.

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 pro rata 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 needs of the organisation. Longer hours may be required in production periods.
- RISE health and wellbeing service (including face to face counselling)
- Complimentary 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: 2 weeks for both you and Polka.

Notice Period 1 month for both you and Polka.

Application Process

Key Dates

Deadline 9.00am on Thursday 24th February 2022

Interview week commencing 28th February 2022

Ideal start date as soon as possible



How to apply

Please complete and send the following to Adam Crosthwaite, Head of Production or email adam@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 to click on
Current CV	
Short cover letter addressing the Person Specification.	
If you would prefer, you are welcome to send us a short video or audio file (no longer than 5 mins), telling us about yourself, your current and previous job roles and any relevant qualifications and/or knowledge, skills and experience.	
Privacy Notice	Please click to download our privacy notice form at https://polkatheatre.com/jobs/
Equality monitoring questionnaire	Please click to complete our Equality Monitoring survey at https://www.surveymonkey.co.uk/r/VMTTHJW

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 Adam Crosthwaite, Head of Production on 07785 931110 or email adam@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.

Interviews will be held with Adam Crosthwaite, Head of Production and another member of the production team.

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.

