



Theatre Internship

Thomas Pocklington Trust (TPT) and RNIB are collaborating with organisations from both the sight loss and wider charity sector as well as corporate organisations to create new opportunities for blind and partially sighted people to find employment through the Get Set Progress Internship programme.

Join us at Leeds Playhouse

Leeds Playhouse is delighted to be offering an internship as part of the Get Set Progress scheme.

Since opening in 1970 Leeds Playhouse has been a vital theatre which creates exceptional art, rooted in the original vision of a theatre for and by the people of Leeds. As we strive to be a great artistic beacon for the North, our work is divided into two key areas: the artistic programme and Playhouse Connect.

Our artistic programme is made up of world-class theatre with a commitment to vocalising stories that are not told elsewhere and making them accessible to everyone. Our Playhouse Connect team deliver a programme of participatory activity that generate possibilities for people regardless of their age, circumstances or background. This work is based at the Playhouse in Leeds City Centre, but also reaches out to wider communities across the region. Playhouse Connect also delivers Furnace, our development programme for artists born or living in Yorkshire.

R N I B

See differently



As an arts organisation, a business, and a charity we strive to maintain an alert social conscience with a desire to continually improve the Playhouse, its impact, and its relationships. We love theatre because it creates a space where we make and listen to stories, enabling us to converse, reflect on and transform our view of the world and each other. This underpins our desire for positive change, social impact and the growth of Leeds' creative community.

Committed to making theatre available to everyone, the Playhouse has been a pioneer of accessibility, being the first theatre to present Relaxed and Dementia Friendly performances and welcoming refugees and people seeking asylum by becoming the first Theatre of Sanctuary in the world. As a [Ramps on the Moon](#) founding partner, the Playhouse has been pioneering in normalising the presence of deaf and disabled people on and off our stages and integrating creative access into productions. We were voted Most Welcoming Theatre at the UK Theatre Awards 2022.

Leeds Playhouse welcomed their first intern in collaboration with the Thomas Pocklington Trust in 2024 and look forward to working with the trust to deliver a second opportunity from late 2024.

You can find out more about Leeds Playhouse by watching this film <https://youtu.be/AT98G3fWhvQ> or on our website www.leedsplayhouse.org.uk.

What are the benefits of a Get Set Progress internship for me?

As part of your 9-month internship, you will be part of a cohort of fellow Get Set Progress interns from across the UK and gain the following:

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- Valuable work experience within the charity sector.
- Technology support (including Microsoft Office) and upskilling opportunities.
- Online and in-person training and development opportunities.
- Opportunity to present and network with senior leaders within the Sight Loss Sector.
- Opportunities to build relationships with fellow interns.
- A personal mentor offering support, advice and guidance throughout your internship.
- Help deliver positive changes for people with sight loss.

Works For Me

employment programme

As part of the GSP Internship programme, you will also be enrolled on the TPT **Works For Me Employment Programme**, where you will gain bespoke employment support, guidance and advice from the TPT Employment Team, some of the skills that you will receive support and guidance around include:

- CV writing
- Job searching
- Cover letter and speculative letter writing
- Application form writing
- Interview techniques
- The Works For Me team will also continue to support you in securing valuable employment once your time on the GSP internship programme has ended.

Key Information

- Role:** Theatre Internship
- Department:** Playhouse Connect
- Reporting to:** Amy Leach, Deputy Artistic Director
- Location:** Leeds Playhouse, Quarry Hill, Leeds, LS2 7UP
- Salary:** £21,000 per annum (£15,750 for 9 months)
- Hours:** Full time – 35 hours of paid work, plus 5 hours of unpaid breaks. Whilst normal working hours will be Monday to Friday 9.30am-5.30pm (with an hour break for lunch), this role will require flexibility with some evening and weekend working required. We operate a time off in lieu (TOIL) system.
- Annual Leave:** 20 days per annum plus bank/public holidays (pro-rata). The holiday year runs from 1 September to 31 August each year. The Playhouse is committed to making adjustments to working patterns of Muslim staff members during Ramadan and to enabling staff to take time off where possible for Eid or other religious festivals.
- Probationary Period:** Twelve weeks.
- Notice Period:** Four weeks. One week during probationary period.
- DBS:** We will ask you to complete an Enhanced DBS check, which will cover you to work with vulnerable groups including children.
- Offers:** Any job offer we make is subject to:
- Receipt of two satisfactory references
 - Proof of eligibility to work in the UK

Access: We can provide support for any reasonable adjustments you may need, such as access requirements.

Benefits: Staff discount in food and drink outlets at Leeds Playhouse.
Complimentary and discounted tickets to shows at Leeds Playhouse.
Tickets & travel expenses to see theatre at other venues.
Contributory pension scheme.
Local gym discount.

Job Specification Information

Job purpose: Overview of the role

The purpose of this role is to provide an early career theatre artist with the opportunity to develop as an artist, gain an insight into the running of an arts organisation. The intern will act as an agent for change, delivering positive change for blind and partially sighted people within the theatre industry.

Key areas of responsibility

There are two key areas to this role:

- **Artistic Development:** Developing you as an artist, theatre maker and drama facilitator.
 - Work as Trainee Assistant Director on **Mr Snow**, a new festive production by Rob Alan Evans, directed by Amy Leach. Creative audio description will be available at every performance created by Hear the Picture. This project will

support the Theatre Intern to develop their directing and audio description consultancy skills.

- Be part of the Playhouse Connect team, including:
 - Work as a support worker and/or facilitator on creative sessions for groups which could include our Youth Theatre, Heydays (our weekly arts activity for older people) and Theatre of Sanctuary (creative activity for refugees and people seeking asylum).
 - Support the delivery of the Community Tour which tours a piece of theatre to community venues across the city every summer.
 - Support the team with the delivery of Open Season which welcomes community groups to perform at the Playhouse for a fortnight each Summer.
 - Be part of planning, championing and delivering artist development opportunities, especially those focused on deaf and disabled artists.
- Opportunities to experience theatre at Leeds Playhouse, across Yorkshire and further afield.
- Support from Leeds Playhouse to establish a wider network of relationships within the Yorkshire theatre ecology with a view to supporting your career beyond the end of the fellowship.
- **Organisational:** Develop your understanding of a large arts organisation and make an impact on it as an agent for change.
 - Learn about how a big arts organisation functions and is funded, attending regular meetings such as programming and planning.
 - Work with the Audiences team (Marketing, Communications, Front of House and Box Office) to:

- help us to improve our accessible marketing for blind and partially sighted audiences.
- make connections with and build a database of local blind and sight loss groups, schools and contacts to introduce them to the work of Leeds Playhouse and attract new audiences to the theatre.
- help us to ensure that we provide a warm and accessible welcome for blind and partially sighted audiences and visitors to the building.
- Attend and contribute to our monthly Access & Inclusion working group which works to improve access for disabled people across the organisation.

Person specification

To apply, you must:

- Be blind or visually impaired. This post has a Genuine Occupational Requirement that the successful applicant be a person who is blind or visually impaired, in line with The Equality Act 2010.
- Be an aspiring theatre artist in the early stages of your career. 'Aspiring theatre artist' could mean you're an actor, director, musician, theatre maker, writer, facilitator, producer or another theatre discipline. By 'early stages' we mean that you are embarking on or have started your career in theatre. This might include working for a theatre, theatre company or in Fringe theatre (paid or unpaid); training in drama or another discipline with transferrable skills; working as an actor, director, producer, facilitator or another theatre discipline; being involved in Youth

Theatre, School Drama and/or amateur dramatics; working in an applied theatre context such as community theatre.

- Be locally rooted in Yorkshire. You will have been born and/or raised in Yorkshire or have chosen to live and/or work in the region. There are no relocation expenses for this role so you must live within commuting distance of Leeds Playhouse.
- Be over 18 years of age, not in full or part-time education, and have a legal right to work in the UK.
- Have a willingness to travel to the TPT Hub in London for intern development events throughout the course of the internship programme (travel expenses will be covered by TPT).
- **Not** have previously undertaken the Get Set Progress internship programme.

We recognise that you may have faced barriers to training and gaining work experience and opportunities so we welcome applications from those who may not have taken a traditional route or who are coming to a theatre career in later life.

Essential Criteria

The successful applicant will possess the following skills and interests:

- Imaginative, creative, and passionate about storytelling.
- Interested in the art of making theatre as well as how a theatre organisation runs and how it communicates and connects with audiences.
- Good at working together with people as well as being able to work well alone.
- Good communication skills.
- Generous spirited and hard-working.

- Willing to listen, learn, contribute and problem solve.
- Flexible and adaptable, often in a busy working environment.
- Enthusiasm, integrity and a curiosity to try new things.
- Respects the dignity of other people and shares the ethos of Leeds Playhouse that art should be accessible to and inclusive of everyone.
- Excited about making a positive impact on the welcome for and communication with blind and visually impaired people at Leeds Playhouse.
- An interest in all kinds of theatre including theatre for children and theatre created and presented in community settings.
- Curious, open and keen to get stuck in and to learn from the wide range of people and departments on offer at Leeds Playhouse.

What to do next?

Please answer the following questions.

In answering these questions, think about the 'Person Specification' section above. **We're interested in what you say rather than how you say it** so please answer in a format that best suits you and enables you to respond fully to the questions. This could be written English, video, audio recording, bullet points, etc.

1. Let us know your:
 - Name
 - Pronouns (eg: she/her, he/him, they/them)
 - Address
 - Email
 - Contact Phone Number
 - Please confirm you live within commuting distance of Leeds Playhouse

- Do you have the legal right to work in the UK?
 - Are you over 18?
 - This internship is for blind and visually impaired people.
Please confirm that you have lived experience of sight loss.
2. Please tell us a little about your life and career journey so far. Why would this opportunity be the right next step for you? (write/record around 400 words)
 3. Please tell us about your experience (paid or unpaid) and your interest in theatre. What are your strengths? (write/record around 300 words)
 4. What areas of theatre do you need support in developing? (write/record around 300 words)
 5. Please tell us about any experience you have in working in a participatory setting such as with children and young people, community groups and people in community settings, or leading workshops for artists? (write/record around 300 words)
 6. Thinking about your lived experience with sight loss, tell us about a time you experienced really good access and/or felt really welcomed into a space. (write/record around 300 words)
 7. Tell us anything else you think will help us know more about you and your experience. (write/record around 300 words)
 8. Please share any access requirements you have to take part in this application process. Information you provide regarding your access requirements will not form part of the decision-making process.

Send your answers to recruitment@leedsplayhouse.org.uk by **5pm on Wednesday 14th August**. In the subject line put "Your name: Theatre Internship Application". Please also complete the Inclusion & Diversity monitoring form which can be found [here](#). Information submitted in the monitoring information will not be shared with the recruitment panel.

We hope this pack has given you plenty of information before applying. But if you do have any further questions, please don't hesitate to drop us an email at recruitment@leedsplayhouse.org.uk to arrange a chat before applying.

Next Steps

- **Deadline for applications – Wednesday 14th August by 5pm.**
- If you are shortlisted, you will hear from us by email or phone. You will be invited to an interview. The interviews will be held in late August 2024. For the interviews, we will send you a photo with a description and introduction to all the people on the panel, and we will also send you the list of questions in advance, so you have time to think about and prepare your answers.
- After the first stage interviews, we might do some second stage interviews.
- If you are not shortlisted for either of the stages, we will let you know as soon as we can.
- The successful Theatre Intern will start on 28th October 2024.

About Leeds Playhouse

We welcome diversity in all its forms, and we positively encourage deaf, disabled (including hidden disabilities) & neurodivergent people, African Diaspora people, South, East and South East Asian people, people who identify as LGBTQIA+, people from culturally and ethnically diverse backgrounds and people who identify as working class or face barriers due to socio-economic status to apply.

Together we're working on a Plan for Change to ensure Leeds Playhouse is an anti-racist organisation that is welcoming to everyone. You can read more about our Plan for Change [here](#).

Leeds Playhouse aims to ensure that no potential or actual employee receives more or less favourable treatment on the grounds of race, colour, ethnic or national origins, marital or civil partner status, sex, sexual orientation, gender reassignment, age, religious beliefs, care experience or socioeconomic situation. We will make reasonable adjustments as necessary to ensure disabled people have equal opportunity and access and we are a Disability Confident Employer.

The Playhouse is committed to safeguarding and operates an environment where all staff are expected to report any concerns about children and young people, and adults at risk of harm, or about the behaviour or practice of colleagues and other people they come into contact with.

You can find out more about how Leeds Playhouse is committed to making change by clicking [here](#).