



# LEEDS PLAY HOUSE

# FURNACE COORDINATOR

## Recruitment Pack

If you require this Recruitment Pack in a different format, please contact the HR & Learning team on 0113 213 7280 or [recruitment@leedsplayhouse.org.uk](mailto:recruitment@leedsplayhouse.org.uk)



Supported using public funding by  
**ARTS COUNCIL  
ENGLAND**



**THE LIZ & TERRY BRAMALL  
FOUNDATION**





QUARRY THEATRE  
**850 CAPACITY**



BRAMALL ROCK VOID  
**100 CAPACITY**



COURTYARD THEATRE  
**420 CAPACITY**

# QUICK FACTS

## 3 THEATRES

5 MAIN REHEARSAL & STUDIO SPACES

## c175,000

AUDIENCE PER YEAR

## OVER 19,500 PEOPLE

CONNECTED THROUGH PLAYHOUSE CONNECT

## 10M

TURNOVER

+

- Restaurant and café
- Two bars
- Conferencing and events
- Public gallery space
- Dedicated space for young people

THIS **SHORT FILM** WILL  
HELP YOU UNDERSTAND  
WHAT WE'RE ALL  
ABOUT.

[leedsplayhouse.org.uk](http://leedsplayhouse.org.uk)

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# WHO WE ARE

Leeds Playhouse has been one of the UK's leading producing theatres for 55 years. It is an award-winning theatre and a cultural hub, a place where people gather to tell and share stories and engage in world class theatre. It makes work which is pioneering and relevant, seeking out the best companies and artists to create inspirational theatre in the heart of Yorkshire.

Its warm welcome was recognised at the UK Theatre Awards. In 2022, Leeds Playhouse was named **Most Welcoming Theatre**, recognising its daily endeavors to make the building an inviting, engaging, creative, accessible and inclusive hub at the heart of the Leeds City Region. For the last three years, leading performers in Playhouse productions have been named Best Performer in a Musical and, in 2024, the Playhouse's production of *Oliver!* was named Best Musical.





# WHAT WE DO

Alongside the work on its stages, the Playhouse works creatively with the people, artists and communities of Leeds through its innovative, sector-leading Playhouse Connect programme. Focussing on two key areas – Learning & Skills and Creative Communities – Playhouse Connect engages with thousands of people in the region each year. As part of this work, its Artistic Development programme, Furnace, engages with theatre-makers, providing a creative space to refine their practice at all stages of their careers; it builds, develops and sustains projects to connect with refugee communities, young people and students, older people and people with learning disabilities; it hands over spaces to communities to use in ways they choose, from breakdancing to roller-skating, craft markets to tea parties, enlivening the building whilst fostering deeper relationships; and works in-residence around the city, connecting with people on their doorsteps.

As a registered charity, Leeds Playhouse relies on the support of valued partners to make great things happen. It is grateful for the continued support of Arts Council England, Leeds City Council, The Liz and Terry Bramall Foundation and the many charitable trusts, business partners and individuals that continue to support the vital work of the theatre.

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# FURNGAE

The development of locally rooted artists and of New Work is a vital part of the creative output of **Leeds Playhouse**. We deliver an ambitious programme of Artistic Development known as **Furnace**. Furnace is our development engine. Through Furnace we are passionate about making the Playhouse a hub for local theatre artists of all ages and backgrounds.

Through Furnace we develop:

- **People:** Artist Development opportunities for professional or semi-professional artists over 18 years of age across three career stages – entry level, early career and established.
- **Projects:** New ideas and projects brought to us by independent artists and companies.
- **Programme:** Ideas and projects led and commissioned by our in-house team.
- **Partnerships:** Working in strategic partnership with local, national and international organisations to achieve the aims of Furnace.

Underpinning all of our Furnace activity is our network for local artists which is free to join. Members receive monthly newsletters, heavily discounted tickets for previews of all Playhouse produced work, opportunities to attend regular free workshops, 121s with members of our team and free rehearsal space.

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# THE ROLE

The role of Furnace Coordinator is to administrate, co-ordinate and support the development of people and projects at the Playhouse and to support and develop the ecology of artists and companies in West Yorkshire.

The Furnace Coordinator is a key member of the Artistic Planning team and is line managed by the Director of Producing. The Furnace Coordinator will contribute to the development and delivery of the Playhouse's wider artistic strategy with a focus on evolving and delivering the Playhouse's artist development programme.

Our Furnace programme is open to everyone and has at its heart a commitment to develop a representative local ecology of theatre artists. As a result, the work also includes activity designed to identify future theatre artists from communities and groups currently under-represented in the UK theatre industry. Therefore, the work of the Furnace Coordinator is intrinsically linked to the work of our Playhouse Connect team and to our organisation wide strategies for Diversity and Inclusion.

# DUTIES AND RESPONSIBILITIES

## THE MAIN DUTIES AND RESPONSIBILITIES OF THIS ROLE ARE:

- Create space at the heart of the Playhouse for independent artists and companies to develop their skills, experiment, take risks and create innovative work.
- Support the Playhouse in maintaining and building on its reputation as a leading theatre for artist development in the UK.
- Contribute to the management of the Furnace budget, working to ensure expenditure is kept to agreed limits, income targets are reached, and financial processes are delivered swiftly and efficiently.
- Identify and prioritise the development of diverse artists and their work, interrogating and broadening the range of the stories we tell on our stages and where relevant working with our Agent(s) for Change.
- Work closely with the Playhouse Connect team to develop socially engaged work with, for, and in conversation with participants and artists.
- Maintain rigorous and nuanced evaluation and reporting processes for individual activity and the overall Furnace offer, with a focus on diversity.
- Contribute to reports for the Board, Arts Council, Arts@Leeds and for other funders.
- Liaise with our Fundraising and Development team to identify and scope sources of funding to support the Furnace programme and to develop new work and support the writing and reporting of these applications.
- Work across the People, Projects and Partnerships elements of Furnace.

## ARTISTIC DEVELOPMENT

- Collaborate with the Artistic Director, Director of Producing and wider Playhouse team to plan and co-ordinate our year-round Artist Development programme including supporting the recruitment and delivery of call outs, workshops, courses, residencies, intensives, traineeships and other paid opportunities.
- Where appropriate, deliver content for workshops and courses.

- Devise and produce a calendar of ten free open access workshops throughout the year in response to the needs of local artists.
- Ensure local artists have clear, up-to-date, accessible, lively and engaging information about current opportunities including on our website and via the monthly Furnace Newsletter in conjunction with our communication team.
- Function as the first point of contact for local independent artists and companies at all career stages, meeting with them to clarify the Playhouse's offer, increase awareness and open up the organisation.
- Liaise and broker relationships with other companies engaged in such work on a national basis as necessary and advocate for the Playhouse on a national level.
- Where appropriate, input into DYCP and ACE applications for artists being supported by Leeds Playhouse.
- Work with the Youth Theatre Director and the Playhouse Connect team to find pathways for participants and opportunities for crossover.
- Manage the recruitment of and script reading window for the Kay Mellor Fellowship.

## PROJECT DEVELOPMENT

- Regularly see and report on work in Leeds and around the country on behalf of the Playhouse, with a view to identifying exciting new work and artists and diversifying our programming.
- Lead post-show talks and events with visiting artists/ companies where appropriate.
- Support local artists creatively, logistically and pastorally with the development of new projects.
- Oversee the booking in and use of free rehearsal space across the Playhouse.
- Plan and programme regular *Scratch Nights* (around three per year).
- Work with the Artistic Planning team to plan and programme Furnace Festival (takes place annually in Autumn).
- Increase national awareness of the Playhouse as a hub for excellent new work.



- Seek out new relationships and maintain existing relationships with talented and diverse artists and companies across the UK by attending conferences and festivals such as Venues North and the Edinburgh Festival Fringe.

- Where appropriate, input into ACE applications or other organisational development activities by artists being supported by the Playhouse.

### **STRATEGIC PARTNERSHIPS**

- Develop links and support structures for local artists and theatre makers.

- Act as an ambassador for the Playhouse by attending and speaking at conferences and festivals such as Venues North.

- Manage the Playhouse's ITC Hub Membership, ensuring local artists and companies can make use of ITC's services, advice and training.

- Identify and build city-wide and national strategic partnerships and create opportunities to work together.

- Support the Playhouse Connect team on People's Playhouse activity that has a strong focus on local artists.

### **GENERAL RESPONSIBILITIES**

- Adhere to and implement the guidelines, procedures and policies for the company as detailed in the staff policies.

- Attend logistical internal meetings such as the seasonal Day by Day Meeting.

- Contribute to wider Playhouse initiatives such as the Access & Inclusion group which works to normalise the presence of deaf and disabled people on and off our stages, and efforts to improve our environmental sustainability.

- Respond appropriately to any Safeguarding issues, ensuring that the Playhouse's Safeguarding policy is rigorously adhered to.

- Play a role in the life of the company and to work across departments to develop a positive and engaged organisational culture.

- Work with Playhouse Connect to open up the theatre's creative processes to a wider range of communities, including people engaged in learning
- Be aware of, and comply with, rules and legislation pertaining to Health and Safety at work and to abide by the procedures as set out in the Health and Safety Policy of Leeds Playhouse.
- To have a positive attitude to environmental issues. To have a pro-active role in the development and action of environmental policy and procedures relevant to Playhouse as a whole.
- To have a positive attitude to and willingness to engage with and seek continual improvement in areas of inclusion and anti-racist practice at Leeds Playhouse, including our Plan for Change and Action for Change development initiative.
- To be willing to undertake training and development as required.

## **ANY OTHER DUTIES**

The duties and responsibilities set out are not exclusive or exhaustive. The post-holder may be required to undertake other reasonably determined duties and responsibilities within the organisation which are appropriate with the level of the role without changing the general character of the post. The post-holder would be given appropriate training and equipment to carry out any duties of this kind.



# KEY RELATIONSHIPS

The role of Furnace Coordinator sits within the Artistic Planning team, with crossover to the Playhouse Connect team.

You will be line managed by the Director of Producing.

## KEY INTERNAL RELATIONSHIPS

- Director of Producing
- Artistic Director
- Playhouse Connect team
- Artistic Planning team
- Production teams
- Technical Director
- Executive Administrator
- Audiences department (Marketing, Communications, Box Office and Front of House)
- Fundraising and Development
- Finance department

## KEY EXTERNAL RELATIONSHIPS

- Local Artists at all career stages
- External partners and funders

# PERSON SPECIFICATION

## ESSENTIAL REQUIREMENTS

**If you do not demonstrate that you meet all these criteria you may not be shortlisted:**

- Passionate about theatre, new work and developing artists, and have experience of administering artist development opportunities and processes with artists.
- Strong organisational and administrative skills, for example: booking rooms, planning events and/or workshops, working with others to ensure projects are delivered on time.
- Strong IT skills, including Word, Excel and Outlook (or equivalent software).
- Strong numerical skills and the ability to keep accurate live records of, for example, attendance and expenditure.
- Experience of creating, presenting and explaining basic statistical data.
- Experience of and a commitment to engaging with people from a wide range of backgrounds together with a commitment to diversity, accessibility, equity and inclusion, and a genuine enthusiasm for working closely with our local communities.
- Good communication skills and experience of engaging and working with people face to face both individually and in groups and have a commitment to providing excellent artist care.
- Experience of producing high quality written information for a diverse range of people, and of choosing appropriate language and images.
- Experience of using social media and emails in a professional context.
- Experience of successfully working under your own initiative.
- Have a flexible approach to working, including the willingness and ability to work unsocial hours.



## DESIRABLE REQUIREMENTS

**If we need to choose between candidates who meet the essential criteria, we may take these factors into account:**

- Knowledge of and insight into the West Yorkshire region's performing arts scene, in particular its artists, companies, producers and practitioners.
- Experience of writing and issuing deal memos and contracts for projects.
- Experience of the UK subsidised theatre sector.
- Experience in a large scale multifaceted producing theatre.
- Experience of working with marketing teams and understanding of marketing and audience development issues.
- Knowledge and experience of arts evaluation processes.
- Experience of working with Spektrix, or other similar planning software.
- Your own personal arts practice such as writing, dramaturgy, dance, theatre making, etc.
- Track record of successful fundraising from funding bodies and trusts and foundations.
- Lived experience of one of the under-represented communities we serve, with a specific understanding of the challenges facing that particular community.
- Ability to speak a language in addition to English (basic level is fine) – preferably one of the top 10 languages spoken in Leeds: Polish, Urdu, Panjabi, Arabic, Chinese, Bengali, Kurdish, French and Persian/Farsi or BSL.

# EMPLOYMENT TERMS SUMMARY

## CONTRACT

Fixed-term contract of 1 year.

Any offer we make is subject to:

- Receipt of 2 satisfactory references
- Proof of eligibility to work in the UK
- Successful completion of 6-month probation period
- Completion of a satisfactory Enhanced Disclosure and Barring Service (DBS) Check\*

## SALARY

£25,979 per year.

## HOURS

Full time of 35 hours per week. Some evening and weekend work will be required.

There may be occasions when you are required to work outside the normal hours outlined. In recognition of additional hours worked, you are entitled to Time Off in Lieu (TOIL) in line with the Playhouse TOIL policy.

## NOTICE PERIOD

12 weeks. 4 weeks during probation period.

## LOCATION OF WORK

Your main place of work will be Leeds Playhouse. You may be required to work permanently or temporarily at other locations in the Leeds City Region. You may be asked to work temporarily in other locations in the UK.

\* In line with the Playhouse's Safeguarding Policy, any appointment will be made subject to a satisfactory enhanced Disclosure and Barring Service (DBS) check. Disclosure information will be treated in the strictest confidence and shall only be seen by those who need to see it as part of the recruitment process. Only relevant information will be taken into account. The Playhouse will not discriminate unfairly against any convictions or other information revealed.





# BENEFITS

## PENSION

Auto-enrolment in a Standard Life Pension, unless you opt out, with 3% employer contribution

## HOLIDAYS

5 weeks per holiday year, plus Statutory Bank and Public Holidays, rising with length of service

## BENEFITS

- 2 paid wellbeing days a year
- Free employee assistance service
- Corporate gym and swimming discount
- Staff ticket discount
- Staff discount in Playhouse food and drink outlets
- Inhouse counselling services with a BACP counselling professional on site (by referral)
- Voluntary Cash Health Plan (optional)

# HOW TO APPLY

TO FIND OUT  
MORE, PLEASE  
CONTACT OUR  
TEAM AT  
[production@leeds  
playhouse.org.uk](mailto:production@leedsplayhouse.org.uk).

## PHOTOGRAPHY CREDITS

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Steffi Njoya

Please read the job description carefully before starting your application to ensure that you meet all of the essential criteria and are able to provide evidence in your application to support these areas. Only relevant information will be considered when shortlisting candidates.

Your application will be retained securely for 3 months before being destroyed if you are unsuccessful, and for up to 12 months if you are successful.

## HOW TO APPLY

To apply for this post please complete the online application form and diversity monitoring form which can be found on the job opportunities page, under the job role you are applying for. Data from your diversity monitoring form will not be shared with the recruitment panel.

If you would like to request any adjustments to enable you to apply for this post or to fully participate in an interview, please contact [recruitment@leedsplayhouse.org.uk](mailto:recruitment@leedsplayhouse.org.uk).

## INTERVIEWS FOR DISABLED CANDIDATES

Leeds Playhouse is a member of the Disability Confident scheme. Subject to capacity, we will interview candidates who identify as disabled who demonstrate that they meet all the essential criteria for the job.

## EQUAL OPPORTUNITIES

Leeds Playhouse is committed to promoting equality and opportunity in its employment practices. In particular, the company 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, or religious beliefs. Disabled candidates will not be treated less favourably on the grounds of their disability.

## SAFEGUARDING

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



A photograph of a man and a woman interacting at an event. The man, on the left, has dark curly hair and glasses, wearing a teal polo shirt and a lanyard with a badge that says 'LEEDS PLAYHOUSE'. He is smiling and pointing at a smartphone held by the woman. The woman, on the right, is wearing a yellow knit beanie, a colorful patterned scarf, and a purple sweater. She is holding a yellow drink in a clear plastic cup. The background is dark with some blue and white bokeh lights. A large, semi-transparent orange vertical bar is on the left side of the image.

# THANK YOU

## FIND US AT

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[leedsplayhouse.org.uk](http://leedsplayhouse.org.uk)  
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