

THE WATERMILL THEATRE

If you require this information in an alternative format, please contact our Admin Secretary, Julie Pearson: admin@watermill.org.uk / 01635 45834

ABOUT THE WATERMILL THEATRE

The Watermill Theatre is a regional powerhouse, consistently making an innovative contribution to the vibrant and diverse landscape of UK Theatre reaching far beyond the 200 seats of the theatre itself. One of the most beautiful theatres in the country, it can be found nestled on the banks of the River Lambourn, in the hamlet of Bagnor, just outside Newbury, Berkshire. The theatre sits at the heart of its community to whom it offers a wide programme of work, nurturing emerging artists, generating new pieces and offering a thriving Outreach programme.

'a paradigm of what a regional theatre should be.' Stephen Sondheim, 2020



Approach to The Watermill Theatre & Restaurant.



Production photos from *The Prince and the Pauper*;
A Midsummer Night's Dream; *Kiss Me, Kate*

BACKGROUND

From our home in a converted watermill in rural West Berkshire, The Watermill Theatre has produced award-winning work that has been recognised throughout the UK and abroad. The very best artists and creative teams, both established and in the early stages of their careers, are our lifeblood, earning The Watermill a reputation as one of the very best producing theatres in the country.

Our artistic ambition is shown in our choice of work, from new writing and musicals to Shakespeare and classic plays. We have become a leading figure in the work of actor-musicianship; our bold approach to this work has led to innovative reimagining's of large-scale musicals and classics as well as applying this approach to the development of new work.

Recent tours and transfers have included *Amélie The Musical* (National Tour and The Other Palace), *The Wipers Times* (West End and Tour), *A Midsummer Night's Dream* and *Macbeth* (National Tour and Wilton's Music Hall), *Crazy For You* (National Tour), *Trial By Laughter* (National Tour), *Burke and Hare* and *One Million Tiny Plays About Britain* (Jermyn Street Theatre), *Twelfth Night* (Wilton's Music Hall), *Teddy* (National Tour and The Vaults).

Alongside transfers and national and international tours of our work, we create productions for small-scale touring, ensuring that those living in rural isolation are able to enjoy high quality theatre on their doorstep. We also tour to schools taking new interpretations of classic texts into the classroom to support students' learning.

The theatre also runs its own restaurant and bar from the beautifully converted and recently refurbished 18th century tithe barn, situated adjacent to the theatre. Our Restaurant serves fresh home cooked and where possible locally produced food for our audience. In addition, our beautiful venue is available to hire for parties, wedding receptions, meetings and seminars.



Production photos from *The Wicker Husband*;
Jerusalem; *The Prince and the Pauper*

'the first English theatre to open a new play commissioned and rehearsed since the restrictions were relaxed.' BBC News.

ABOUT THE ROLE

Role Description

- Role title: Assistant Housekeeper
- Salary: £8.91 per hour
- Holidays: Statutory (5.6 weeks) including public holidays for the first five years, increasing to 6.6 weeks per annum after five years.
- Probationary period: 8 weeks
- Other benefits: Complimentary tickets for Watermill shows (subject to availability). Pension contribution matched up to 5%. The opportunity to work at one of the most beautiful theatres in the country.
- Working hours: We are looking for two eight-hour positions. The normal working week will consist of a total of 8 hours worked over two days, normally either Wednesday and Friday or Tuesday and Thursday, between the hours of 7 and 11am. However you may be required to work such flexible shift patterns as are necessary for the proper performance of your duties. You may occasionally be required to work additional hours during staff holiday periods, Public Bank Holidays or on a Sunday and any additional hours will be scheduled, in advance, in full consultation with yourself.
- Reports to: Housekeeper



Photos of the Watermill Theatre restaurant and exterior of the theatre.



Photos from: *Twelfth Night (BSL Integrated Performance)*; *Fourth Wall*; *Duologue*

The Role

The Assistant Housekeeper is a member of the dedicated team at The Watermill Theatre responsible for ensuring the cleaning and regular upkeep of the theatre's estate. This includes but is not limited to the following areas:

- **Theatre:** foyer, auditorium, dressing rooms, porch areas and box office
- **Restaurant, Bar and Lily Pond Conservatory**
- **Cloakrooms:** the car park toilet block and the Lily Pond/Bar toilets
- **New Administration Block:** 4 offices, staff room, 2 toilets, studio and corridors
- **Old Administration Block:** entrance and 3 offices
- **Rehearsal Room**
- **Mill House:** 3 bedrooms, 1 bathroom, upstairs toilet, downstairs toilet and cloakroom, kitchen, 1 office
- **Actors Cottage:** 7 bedrooms, 1 bathroom, downstairs cloakroom, 2 shower rooms, kitchen, living room (Green Room), hallway and stairs
- **Flat:** 2 bedrooms, living room, bathroom and toilet, kitchen
- **Mill Cottage (Annexe):** 3 bedrooms, 1 bathroom, downstairs cloakroom and shower room, kitchen and laundry room, hall and stairs
- **Ash Cottage:** 4 bedrooms, 1 bathroom, downstairs cloakroom, kitchen & laundry room, lounge, hallway & stairs

Key Responsibilities

- To work unsupervised in the cleaning and regular upkeep of the Watermill Theatre Estate.
- To re-stock and ensure that supplies are available in the following areas:
 - **All toilet/cloakroom areas:** Toilet paper; soap; paper hand towels; toilet cleaners; toilet brushes; sanitary equipment
 - **Actors Cottage, Mill Cottage, Ash Cottage and Flat:** Clean tea towels; mop; broom; dustpan & brush; washing up liquid; washing up bowl, brush and scourers; salt for the water softener.
 - **Breakfast provisions:** Marmalade, bread, flora, cereals, tea and coffee; sugar (all ordered through the General Manager).
 - **Bedrooms:** Kettles; Tea and Coffee; milk; sugar sachets

- Together with the Housekeeper when required, prepare an Inventory and offer advice on improvements and upgrades to the accommodation facilities (including such items as bedding, lighting, crockery & cooking implements etc).
- To carry out all duties in compliance with Watermill Theatre's Health and Safety Policy and all statutory and legal requirements for Health and Safety, Hygiene, Environmental Health and COSHH regulations.
- To report immediately any Health and Safety issues such as dripping taps, broken vacuum cleaners and kettles etc., dangerous steps or floor coverings, broken heaters or ventilation units and other equipment you encounter.
- To familiarise yourself with the Watermill Theatre's fire precautions and procedures and to comply with them at all times.
- To undertake any other duties relevant to this post as required.
- To carry out the duties of this post in accordance with The Watermill Theatre's policies at all times.
- To undertake appropriate training and professional development as determined by your manager.

This job description is indicative of the responsibilities and duties associated with this position. It is neither restrictive nor inclusive and does not form part of the contract of employment.

The Watermill Theatre reserves the right to make reasonable changes to this job description.

HOW TO APPLY

We actively encourage applications from people from a variety of backgrounds, experiences and skills as The Watermill Theatre is committed to equal opportunities for all. We also encourage people who do not necessarily meet these criteria but believe they could challenge our thinking and ensure the theatre's future resilience.

To Apply

Please send us the following:

- Your CV
- A covering letter explaining how you fit the criteria.
- A completed Equal Opportunities Monitoring Form.

If we can support your application by offering an alternative format, please do let us know. Likewise, we want to ensure interviews are as accessible as possible so please do let us know in your application if there is anything we can do to support this.

Application Deadline: 24 August 2021

Applications should be sent to admin@watermill.org.uk
or by post to: Julie Pearson, Administration Secretary, The Watermill Theatre, Bagnor,
Newbury, Berkshire RG20 8AE