

# THE WATERMILL THEATRE

If you require this information in an alternative format, please contact our Admin Secretary, Julie Pearson: [admin@watermill.org.uk](mailto: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 reimaginings 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.

Following the forced closure of the theatre in mid-March due to Coronavirus we have faced enormous challenges. However, we have shown huge resilience over the last year and as soon as we were given the green light to start creating live performances in August 2020, we were quick to react. To this end, we were one of the first theatres in the country to present live performances with a season of outdoor theatre over a 6-week period. With social distancing in place, we reopened our auditorium for indoor performances, albeit at a reduced capacity. With the introduction of Tier 4 our theatre closed once more and remained so though online streaming enabled nearly 1000 households to watch our new adaptation of A Christmas Carol over the festive period in 2020. In summer 2021 we staged three productions, The Hound of the Baskervilles (also a rural tour), As You Like It and Just So outside in our gardens. In September this year we reopened with Lone Flyer, a co-production with Hull Truck Theatre. The season continues with a new production of Emma Rice's Brief Encounter and, at Christmas, The Jungle Book.

## **ABOUT THE ROLE**

### **Role Description**

Role title:	Duty Front Of House Manager
Reports to:	Front Of House Manager
Working hours:	4 to 8 Hours per week - a flexible shift pattern – some evening, afternoon and weekend work (including occasional Sundays) and bank holidays.
Rate of Pay:	£10.35 per hour.
Other Benefits:	Pension contribution matched up to 5% Two Complimentary tickets for each production subject to availability



Photos from: *Twelfth Night* (BSL

*Integrated Performance*); *Camelot* and *Hound of the Baskervilles*

## **OVERVIEW**

The Watermill Theatre normally operates an eight-show week with evening performances Monday to Saturday and matinée performances on Thursdays and Saturdays. The Duty Manager will normally work one or two performances a week, however there may be additional shifts to cover Christmas daytime shows, holidays and sick cover. Responsibilities will include overseeing our loyal team of volunteer Ushers and the smooth running of the show for audiences.

## **DUTIES**

- To be a welcoming first point of contact for audience members, companies, and volunteers
- Support the Front of House department and work collaboratively with the team
- Work closely with other departments in the theatre to ensure the smooth and safe running of performances
- Provide clear information about the performances and the Watermill site.
- Promote all Watermill activities and uphold the organisation's values
- Work closely with volunteer ushers, ensuring they are correctly briefed with up-to-date show and audience information for each performance.
- Check the theatre and grounds to ensure all entrances and exits are clear and unlocked and all requisite lighting is on – see nightly check lists – remove any obstacles and report any hazards to the FOH Manager or General Manager
- Sell merchandise and confectionery, take responsibility and account for all sales
- Monitor and manage stock levels
- Take responsibility for the safety of audience members and volunteers whilst on site, including stopping a performance when appropriate and the evacuation of the building in cases of emergency

## **PERSON SPECIFICATION**

- Excellent understanding of and commitment to great customer care
- Experience of working within a team
- Proactive and energetic, able to work with commitment and dedication to find solutions
- Strong communication skills, approachable and able to remain calm under pressure
- Ability to multitask and to adapt to changing situations
- Confident in using technology and familiar with Microsoft packages
- Proven ability to work unsupervised and use initiative
- Organised with excellent time management skills
- Willing and able to work unsociable hours, including evenings and weekends
- A willingness to work outside on occasions and assist with wildlife control!

- Enthusiasm and interest in theatre

## **DESIRABLE**

- Experience of supervising staff
- A current first aid qualification
- Experience of working in a customer facing role
- Previous experience of managing volunteers
- Experience of stock management

## **An Inclusive Workplace**

The Watermill Theatre is committed to equal opportunities for all.

We believe that a diversity of perspectives enriches our work and we have an equality of opportunity approach that aspires to give everyone the chance to achieve their potential.

We particularly welcome applications from individuals whose background and experience are currently under-represented among our staff, including Deaf and disabled people, and those who identify as ethnically and culturally diverse.

We actively encourage applications from people from a variety of backgrounds. We also encourage people who don't necessarily meet these criteria but believe they could challenge our thinking and ensure the theatre's future resilience.

We aim to have a diversity of perspectives represented across the organisation and to help us understand how we're doing, we ask you to complete an Equality and Diversity form alongside your application. Your responses will be anonymous and not shared with the recruiting managers.

## **To Apply**

Please send us the following:

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

Application Deadline: Tuesday 16<sup>th</sup> November 2021

Interviews will take place: Week commencing 22<sup>nd</sup> November

Applications should be sent to [admin@watermill.org.uk](mailto:admin@watermill.org.uk)

or by post to:

Julie Pearson,  
Administration Secretary  
The Watermill Theatre  
Bagnor  
Newbury  
Berkshire RG20 8AE

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.