**Oxford Playhouse: A Playhouse for Everyone**

Thank you for your interest in the Oxford Playhouse. Positioned in the cultural heart of Oxfordshire, **Oxford Playhouse** inspires, engages and entertains a wide-reaching and diverse audience. Wepresent, produce and tour the highest quality middle-scale, small-scale and off-site theatre; support and nurture artists; and manage an imaginative community and participation programme delivering exceptional cultural experiences for all. 248,000 people attended our performances at the Playhouse and on tour in 2019/20, and 13,647 took part in activities, including working with 58 schools across the whole county.

**Oxford Playhouse** has an outstanding record of success presenting and producing an ambitious programme which includes the finest national and international touring drama, family shows, contemporary dance, music, circus, comedy and spoken word, in the main auditorium (640) and **Burton Taylor Studio** (50). Our **Playhouse Plays Out** programme is designed to reach new audiences giving people the chance to see unexpected theatre in unexpected places. The **Plays Out Tent** tour in Summer 2019 reached 6,475 children/families in deprived areas in Oxfordshire. We present regular **student and community group productions** on the main stage, and the BT studio houses over 40 student drama productions during the academic year, alongside a professional programme of original work by diverse artists.

Oxford Playhouse has a **commitment to co-producing new productions on the midscale**: reimagining classics and creating new ones of our own. Our most recent co-productions include *Wise Children* (with Emma Rice’s eponymous new company), *The Remains of the Day* (Royal & Derngate Northampton and Out of Joint) and *Pride & Prejudice Sort Of* (Lyceum, Edinburgh).

**Oxford Playhouse’s creative learning programme** encourages lifelong creativity from Early Years to Seniors. We work with organisations such as AGE UK, KEEN, BeFree Young Carers and Oxford Association for the Blind on bespoke participation projects.

Oxford Playhouse's **artist development scheme** ***Evolve*** provides support for artists including funding, space and mentoring.  ***Playhouse Playmaker*** supports playwrights at all stages of their career, with specific strands for primary school pupils and young writers. We also produce ***Offbeat*,** an annual festival of new work in partnership with Arts at the Old Fire Station.

The theatre is an Arts Council England **National Portfolio Organisation**, and receives core funding from the University of Oxford, Oxford City Council and St John’s College. Oxford Playhouse achieves a high proportion of earned income. Our **annual turnover for 2019/20 was £4.3 million**: 80% from ticket and secondary sales and hires, 13% subsidy form core funders and 7% from fundraising.

Throughout the pandemic, OP continued to deliver all our artistic, education and participation programmes online.  We embarked on co-producing digital productions; staged our first livestreamed event; commissioned 6 new digital works from freelance artists; ran over 300 Artist Development sessions; and delivered workshops to over 4000 children and young people. We are excited about continuing this work when we reopen the building. We were awarded over £1.6m of additional funding from the **Culture Recovery Fund;** and raised over £300k from donations towards the ***Playhouse Plays On* Campaign**, a testament to the goodwill and love our audience has for the theatre.

We are committed to ensuring our workforce reflects the diverse communities of Oxfordshire, and that we fulfil our aspiration to be a Playhouse for Everyone.

*Vanessa Lefrancois, Joint Director and CEO*

**The Post: Bar Assistant**

**Terms:** The post is subject to Oxford Playhouse standard terms and conditions of employment: based on UK Theatre/BECTU agreement.

**Salary:** £9.90 per hour

**Hours:**  Casual

**Contract:** This is an irregular (zero hours) contract

**Applicants must be age 18+ to be considered for this position due to the selling of alcohol**

**How to Apply:**

Please complete and return:

* Up-to-date CV (please remove your personal details prior to insertion);
* Equal opportunities on-line monitoring form;
* GDPR Candidate Privacy Notice;

To ensure fairness to all applicants, any decision to shortlist you for interview will be based solely on the information you supply in your application form and CV. Ensure you read the job description and person specification before completing your application. It is important you give as much information as relevant regarding why you wish to apply and what makes you a suitable applicant for this post.

You can download a version of the information pack from our website [www.oxfordplayhouse.com](http://www.oxfordplayhouse.com) or contact our HR Office at recruitment@oxfordplayhouse.com or telephone 01865 305 368. If you have any difficulty accessing the pack please let us know and we will arrange an alternative means of application with you. Please do not include references or educational certificates with your application.

Applications should be emailed to: recruitment@oxfordplayhouse.com or posted to: HR Officer, Oxford Playhouse, Beaumont Street, Oxford, OX1 2LW.

You may be required to work a trial session as part of the recruitment process for which you will be paid.

We are a Playhouse for everyone - diversity in our workforce is crucial to our success.

**Job Description**

**Job Title:** Bar Assistant

**Department:** Front of House

**Reports to:** FOH Manager / Deputy FOH Manager / Duty Management Team

**Responsible for:** No line management responsibilities

**Departmental Objectives:** Bar Assistants are expected to deliver a welcoming and efficient service for all customers. The post holder will require an open friendly attitude, excellent customer service skills, and the ability to remain calm under pressure during the pre-show and interval periods.

**Main Purpose of Job:** To contribute effectively to the work of the Operations team in achieving departmental objectives. Specifically, to provide consistently high standards of customer service, presentation, and safety in all the theatre’s public bar & catering areas.

**Training will include:** Till System / Coffee Machine / Fire Marshall / Challenge 25 / Food Hygiene

**Responsibilities:**

1. To undertake accurate and efficient bar sales, serving customers, cash handling and maintaining high standards of customer care.
2. To actively encourage purchases and multiple/related purchases by being informed of products and to increase the level of sales by engaging in 'pro-active' selling.
3. To keep bar areas clean and tidy maintaining the highest standards of presentation and hygiene.
4. To ensure that bars are kept clear, presentable and fully stocked, deliveries checked, stock rotated, wastage recorded and low stock levels reported to the Bar Manager along with any equipment failures and personnel issues.
5. To assist Front of House management in the smooth running of hires and functions including setting up, clearing down and serving drinks and light lunches.
6. To implement current licensing laws and other appropriate legislation and guidelines as instructed.
7. To develop an informed understanding of Playhouse services, activities and programme, enabling accurate and informed guidance for visitors.
8. To be fully conversant with all Oxford Playhouse policies including Equal Opportunities and Health & Safety and Emergency procedures and ensure by following established working practices and guidance that all policies are adhered to at all times.
9. To attend and contribute to meetings and training sessions as required.
10. To undertake any other duties as may reasonably be requested by the FOH Manager / Deputy FOH Manager

**Person Specification**

|  |  |
| --- | --- |
| **Essential Skills and Attributes**  | **Desirable Skills and Attributes**  |
| Previous experience working in a similar busy and demanding bar /catering environment | An interest in theatre |
| Flair for dealing with the public, with customer service knowledge | High standards of personal presentation. |
| Experience of operating computerised till systems and cash handling |  |
| Awareness of licensing, hygiene and health & safety legislation. |  |
| A proven ability to handle demanding and difficult situations with the public, in a calm and confident manner. |  |
| Clear, effective, written and verbal communication skills |  |

## COVER SHEET: Personal Details

**Private and Confidential**

|  |  |
| --- | --- |
| Name: | Email:  |
| Address: Postcode: | Mobile:  |
| Day time number if different from mobile: |

I confirm that the details given in the attached cover letter and CV are accurate:

Signed: Date:

(Electronic Signature accepted)

**Eligibility to work in the UK**

We have a legal responsibility to ensure that all our workers and employees have the legal right to live and work in the UK. Please see **Right to Work** Section in our [Information Section](#_Information_Section).

**Are you legally authorised to work in the UK? Yes No .**

**Is this subject to a work permit or visa? Yes No**

**Criminal Record Disclosure**

Oxford Playhouse’s is an equal opportunities employer, committed to the fair treatment of job applicants and staff including people who hold a criminal record. We use both self-disclosure and the Criminal Records Bureau (DBS) to help assess the suitability of applications for positions of trust. Please see **Disclosure Statement** in our [Information Section](#_Information_Section).

**Do you have a criminal record Yes No**

**If you have responded yes, please provide a brief statement of offence:**

If you are selected for interview, we will pass this information on to the panel and they may ask you questions in relation to this disclosure if deemed relevant to the job you are applying for.

## REFERENCES AND ACCESS REQUIREMENTS

**Private and Confidential**

**We will only pass on information regarding referees and access requirements after the panel have selected candidates for interview**

**References**

Please give the names and addresses of two people who may be contacted in respect of your application. If you are in employment, one referee should be a senior member of that organisation.

|  |  |
| --- | --- |
| Name: | Name: |
| Relationship: | Relationship: |
| Contact address (including company name): | Contact address (including company name): |
| Tel no: | Tel no: |
| Email: | Email: |
| May we contact at interview stage Yes/No | May we contact at interview stage Yes/No |

**Please advise us of any access requirements you have, should we select you for interview.**

## Please insert your current CV at this point.

Continue on a separate sheet if necessary, please do not submit more than one additional side of A4

Details **MUST** include details of your **present or most recent employment**, together with a **summary of your responsibilities**, **dates** of employment, your **job title**, **notice required** and **current salary**. Please also include reasons for you leaving positions.

Include any qualifications you hold (including professional training undertaken), awarding bodies and dates of those qualifications.

**DO NOT** include personal details i.e. name, date of birth or address

# EQUAL OPPORTUNITIES RECRUITMENT MONITORING FORM

**Private and Confidential**

Oxford Playhouse is committed to ensuring our workforce, audience and artists truly reflect the city and region we live in. We believe diversity in our workforce is vital for our continued success and ability to attract artists, collaborators, and audiences from diverse backgrounds, with a range of experience. We are committed to being an equal opportunities employer, ensuring that all job applicants and staff are treated equally, within an inclusive organisational culture.

By responding to the questions below you will help us monitor the effectiveness of our recruitment process and our ability to attract applicants from a diverse candidate pool, to help us achieve much needed parity in the arts and cultural sector. We are also required to collate and report equality, inclusion and representation metrics, as part of funding agreements with our core funders (including Arts Council England).

We understand that information disclosed in this form is sensitive. This form will be detached from your application, remain anonymous and treated as confidential, for monitoring purposes only. It will not form part of this selection process. All data will be used and stored in accordance with the General Data Protection Regulation 2018. For further information regarding Oxford Playhouse’s Privacy Policy, please contact recruitment@oxfordplayhouse.com

For efficiency, simplicity and to maintain anonymity, we use an on-line monitoring form.

<https://forms.office.com/Pages/ResponsePage.aspx?id=MR0fTaoLGEuXLB24k_4U3SyjNOGMjzhHoWQ7yyh_rTZURUtWVjNXTVNBSlBER0VDVFNQVTUzN0FWRS4u>

If you do not wish to answer one or more questions, please select “prefer not to say”. Thank you for providing this information to help us ensure we live our vision to be a **Playhouse for Everyone**.

**Please tick the box to confirm you have completed the on-line form** □

# Candidate Privacy Notice

**Private and Confidential**

**About this Policy**

Oxford Playhouse (OP) is a “data controller”. This means that we are responsible for deciding how we hold and use personal information about you. You are being sent a copy of this privacy notice because you are applying for work with us (whether as an employee, volunteer or contractor). It makes you aware of how and why your personal data will be used, namely for the purposes of the recruitment exercise, and how long it will usually be retained for. It provides you with certain information that must be provided under the Data Protection Legislation.

 **DATA PROTECTION PRINCIPLES**

 We will comply with data protection law and principles, which means that your data will be:

1. Used lawfully, fairly and in a transparent way.
2. Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
3. Relevant to the purposes we have told you about and limited only to those purposes.
4. Accurate and kept up to date.
5. Kept only as long as necessary for the purposes we have told you about.
6. Kept securely.

**THE KIND OF INFORMATION WE HOLD ABOUT YOU**

 In connection with your application for work with us, we will collect, store, and use the following categories of personal information about you:

1. The information you have provided on our application form, including name, title, address, telephone number, personal email address, date of birth, gender, employment history, qualifications etc.
2. Information you have provided to us in your curriculum vitae and covering letter.
3. Any information you provide to us during an interview.
4. Information about you received from a third party e.g. recruitment agency.

We may also collect, store and use the following types of more sensitive personal information:

1. Information about your protected characteristics.
2. Information about your health, including any medical condition, health and sickness records.
3. Information about criminal convictions and offences.

**HOW IS YOUR PERSONAL INFORMATION COLLECTED?**

 We collect personal information about candidates from the following sources:

1. You, the candidate.
2. Recruitment agency, from which we collect the following categories of data: name, title, address, telephone number, personal email address, date of birth, gender, employment history, qualifications, personal comments and feedback from the recruitment agent etc.
3. Background check providers, from which we collect the following categories of data: name, title, address, telephone number, personal email address, date of birth, gender, employment history and qualifications.
4. Disclosure and Barring Service in respect of criminal convictions. For applicable placements only.
5. Your named referees, from whom we collect the following categories of data: information relating to your suitability of role and appraisal of your abilities, performance and integrity.
6. Data from third parties from a publicly accessible source to substantiate information if required i.e. LinkedIn, company websites, Disclosure and Barring Service.

**HOW WE WILL USE INFORMATION ABOUT YOU**

 We will use the personal information we collect about you to:

1. Assess your skills, qualifications, and suitability for OP role applied for.
2. Carry out background and reference checks, where applicable.
3. Communicate with you about the recruitment process.
4. Keep records related to our hiring processes.
5. Comply with legal or regulatory requirements.
6. Collate anonymous data with respect to our obligations in relationship to Equality, Diversity and Inclusion.

We also need to process your personal information if we decide to enter into a contract of employment or volunteer agreement with you.

Having received your application form covering letter and/or CV, we will then process that information to decide whether you meet the basic requirements to be shortlisted for the advertised role. If you do, we will decide whether your application is strong enough to invite you for an interview. If we decide to call you for an interview, we will use the information you provide to us. If we decide to offer you the position, we will then take up references before confirming your appointment.

If you require a DBS check to fulfil the advertised position, we will carry out this check on your behalf. Due to the length of time it takes to process these checks, a contract will be issued subject to a clean DBS record.

**If you fail to provide personal information**

If you fail to provide information when requested, which is necessary for us to consider your application (such as evidence of qualifications or work history), we will not be able to process your application successfully. For example, if we require a credit check or references for this role and you fail to provide us with relevant details, we will not be able to take your application further.

**HOW WE USE PARTICULARLY SENSITIVE PERSONAL INFORMATION**

 We will use your particularly sensitive personal information in the following ways:

1. We will use information about your disability status to consider whether we need to provide appropriate adjustments during the recruitment process, for example whether adjustments need to be made during an interview, test or tour of the facilities.
2. We will use information about your protected characteristic to ensure meaningful equal opportunity monitoring and reporting, in line with OP policies and our funders requirements.

**INFORMATION ABOUT CRIMINAL CONVICTIONS**

We will process information about any criminal convictions, if relevant to the post. In this instance we will collect information about your criminal convictions history if we would like to offer you the role, conditional on checks and any other conditions, such as references, being satisfactory. We are entitled to carry out a criminal record check in order to satisfy ourselves that there is nothing in your criminal convictions history which makes you unsuitable for the role. In particular:

1. If the role is eligible for a standard or enhanced check from the Disclosure and Barring Service.
2. If the role requires a high degree of trust and integrity, since it involves dealing with confidential information, financial transactions or has access to company bank accounts and so we would like to ask you to seek a basic disclosure of your criminal records history.

We have in place an appropriate policy document and safeguards which we are required by law to maintain when processing such data.

**AUTOMATED DECISION-MAKING**

 You will not be subject to decisions that will have a significant impact on you based solely on automated decision-making.

**DATA SHARING**

**Why might you share my personal information with third parties?**

We will only share your personal information with the following third parties for the purposes of processing your application: interview panel members. All personnel are required to follow OP’s GDPR Privacy Standard, Guidelines and Notices to protect your personal information in line with our policies.

**DATA SECURITY**

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need-to-know. They will only process your personal information on our instructions and in accordance with our GDPR policies.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

**DATA RETENTION**

**How long will you use my information for?**

We will retain your personal information for a period of six months after we have communicated to you our decision about whether to appoint you or not. We retain your personal information for that period so that we can show, in the event of a legal claim, that we have not discriminated against candidates on prohibited grounds and that we have conducted the recruitment exercise in a fair and transparent way. After this period, we will securely destroy your personal information in accordance with our data retention policy.

 If we wish to retain your personal information on file, on the basis that a further opportunity may arise in future and we may wish to consider you for that, we will write to you separately, seeking your explicit consent to retain your personal information for a fixed period on that basis. You may also request that we keep your personal information on file for future reference. In either instance written consent must be provided by the applicant. This is legislated in Employment Practices Code Part 1: recruitment and selection (1.7.5).

**RIGHTS OF ACCESS, CORRECTION, ERASURE, AND RESTRICTION**

**Your rights in connection with personal information**

 Under certain circumstances, by law you have the right to:

1. **Request access** to your personal information (commonly known as a “data subject access request”). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
2. **Request correction** of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
3. **Request erasure** of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
4. **Object to processing** of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
5. **Request the restriction of processing** of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
6. **Request the transfer** of your personal information to another party.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please put your request in writing to recruitment@oxfordplayhouse.com

**RIGHT TO WITHDRAW CONSENT**

When you applied for this role, you provided consent to us processing your personal information for the purposes of the recruitment exercise. You have the right to withdraw your consent for processing for that purpose at any time. To withdraw your consent, please put your request in writing to recruitment@oxfordplayhouse.com

Once we have received notification that you have withdrawn your consent, we will no longer process your application and, subject to our retention policy, we will dispose of your personal data securely.

**DATA PROTECTION OFFICER**

We have appointed a data protection officer (DPO) to oversee compliance with this privacy notice. If you have any questions about this privacy notice or how we handle your personal information, please contact the DPO. You have the right to make a complaint at any time to the Information Commissioner’s Office (ICO), the UK supervisory authority for data protection issues.

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| --- |
| I,\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(candidate name), acknowledge that on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date) I received a copy of Oxford Playhouse’s Candidate Privacy Notice and that I have read and understood it. |
| Signature: …………………………………… Name: …………………………………………… |

# Information Section

## Disclosure Statement

Oxford Playhouse as an organisation uses both self-disclosure and the Criminal Records Bureau (DBS)

disclosure service to help assess the suitability of applications for positions of trust, working with

children or working with vulnerable adults, general public and finances . Oxford Playhouse complies with the DBS code of practice concerning disclosure information, for agencies accessing the disclosure service via umbrella agencies.

As detailed in Oxford Playhouse’s, Equal Opportunities Policy the organisation is committed to the fair treatment of staff or potential staff regardless of, age class, disability, marital status,

national/ethic origin, personal circumstances (including offending background), political belief, race,

religious belief, sex or sexuality.

A disclosure will only be requested when a risk assessment by the Chief Executive has indicated that

one is both proportionate and relevant to the position concerned. For those positions where a

disclosure is required: application information will contain a statement that self-disclosure is required and/or if DBS disclosure will be required in the event of an individual being offered the position.

Therefore, although you will be asked to supply details of any criminal record you may have, and to

provide other relevant information, a conviction will not necessarily debar you from working at Oxford Playhouse. The decision will depend on the nature of the position, your suitability and previous experience for the post, together with the circumstances and background of your offence(s).

You will be asked to complete a statement on your application form. The contents of the form may be discussed should you be invited to interview.

As detailed in the application information some posts will further require a satisfactory DBS disclosure certificate on appointment.

If you are unsuccessful at interview the self-disclosure form will be destroyed immediately following

the decision.

Right to work in the UK
If you do not yet have the right to work in the UK and/ or are seeking sponsorship under for a Skilled Worker visa in the UK points-based immigration system please click on this link <https://www.gov.uk/legal-right-work-uk> which contains further information about obtaining right to work in the UK and details about eligibility for sponsorship for a Skilled Worker Visa.

**Right to work in UK**

We have a legal responsibility to ensure that all our workers and employees have the legal right to live and work in the UK. If you are offered a role at the Playhouse you will need to provide original documents as proof of right to work in the UK. This can be one or a combination of original documents from the list of acceptable documents produced by the Home Office e.g. passport, appropriate visa, work permit or birth certificate and proof of your national insurance number, in accordance with the Asylum and Immigration Act 1996.

 If your application is successful, your original documents will be checked by a member of staff in your presence to ensure they are genuine, valid and that there are no work restrictions that prevent you from undertaking the work concerned. A copy will be taken and signed and dated as checked by the member of staff. These documents will be retained securely by the Playhouse in your personnel file.

Please note that, since May 2014, it has been a requirement for visas and Indefinite Leave to Remain stamps in passports to be in a valid document in order to be acceptable evidence of right to work. Visas/stamps in expired passports cannot be accepted.

**What if I don't yet have the right to work in the UK?**

**Skilled roles**

The most common route through which you can gain the right to work in the UK is through the points-based immigration system. The University is able to sponsor workers in skilled occupations through the new UK immigration system that has replaced the previous system from 1 January 2021.

Only occupations listed as eligible for a Skilled Worker visa can be sponsored. There is also a requirement for the person to meet required points to be granted a visa which includes meeting a minimum salary level for sponsorship. You can check to see if you are eligible for a Skilled worker visa here <https://www.gov.uk/skilled-worker-visa>

If you believe you may be able to obtain the right to work in the UK by sponsorship or other means, you are still welcome to apply for a job with the Playhouse. Please tick the relevant box on the application form that indicates you would like to be considered for sponsorship. Any job application you submit to us will be assessed using criteria based on the knowledge, skills and experience required for the relevant post. You will not be treated less favorably than another applicant on the grounds of national origin.

If we advise you that the role is not on the list of occupations eligible for sponsorship, you will need to check you can obtain right to work by other means. Any offer of employment we make to you will be conditional upon you gaining permission to work in the UK. You will not be able to start work until you are able to provide evidence that this has been granted.

**Roles not classed as skilled**

There is no specific route for lower-skilled roles not listed as eligible for sponsorship by the UK Government. You can check if you are eligible for a skilled worker visa here <https://www.gov.uk/skilled-worker-visa>

If the role is not eligible for skilled worker visa you may however be able to apply for one of the other UK visa routes available. We strongly recommend that you check if you are eligible for any of these routes as part of your preparation when applying for the role. You can do this by visiting the UK government website <https://www.gov.uk/check-uk-visa>

If you believe you may be able to obtain the right to work in the UK by one of the other visa routes, you are still welcome to apply for a job with the Playhouse. Any job application you submit to us will be assessed using criteria based on the knowledge, skills and experience required for the relevant post. You will not be treated less favorably than another applicant on the grounds of national origin.

Any offer of employment we make to you will be conditional upon you gaining permission to work in the UK. You will not be able to start work until you are able to provide evidence that this has been granted.