



# LOWRY

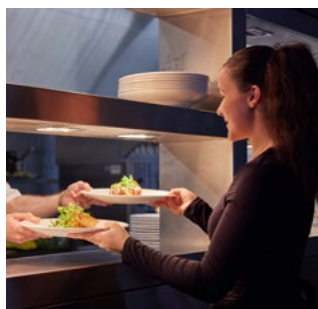
## RECRUITMENT PACK

[THELOWRY.COM](https://www.thelowry.com)

# ABOUT US

Lowry is a registered charity (No: 1053962) committed to using visual and performing arts to enrich the lives of everyone around us – and those of our staff and volunteers too.

Working together as one team, we present audiences with a diverse programme of theatre, opera, musicals, dance, music, comedy and visual art as well as events and activities to expand the horizons of audiences and artists alike.





**At the heart of our work is a commitment to our local communities and young people. Tapping into the work on our stages and in our galleries, we offer thousands of free creative participation opportunities each year - nurturing new talent and developing creative professionals of the future.**

**So if that feels like something you want to be a part of.. read on!**





# VISION, MISSION AND VALUES

## OUR VISION WHY WE'RE HERE

A city where the benefits of creativity are felt by the many not the few.

## OUR MISSION HOW WE DO IT

Empower people from all backgrounds to experience culture on their own terms.

## OUR VALUES WHAT WE BELIEVE IN

We believe creativity is an undeniable force for good and has the potential to change people and places for the better. That's why our three pillars of People, Place and Potential are at the heart of everything we do.

### 1. PEOPLE IN IT TOGETHER

We are here for the people of Salford – supporting local communities, nurturing talent and creating a programme as diverse and open minded as our city itself.

### 2. PLACE MAKE IT COUNT

We are here to put creativity to good use, making a positive impact, socially and economically, on our communities, our city, our region, the UK and beyond.

### 3. POTENTIAL UNLOCK CREATIVITY

We are here to find ways to share the benefits of art and creativity further and wider, unlocking its potential for more people, in more places, in more ways.





## HOW DO WE FUND OUR WORK?

As a not-for-profit organisation, and registered charity, all profit is ploughed back into our work. Whether you've bought a ticket to a performance, given an online donation, eaten in Lowry Bar & Kitchen, bought a gift in our shop, or simply had a drink at the Coffee Shop, you've helped support our charitable aims.

We receive just 6% of our income from public funds – Arts Council England and Salford City Council. The remaining income is generated from box office sales, commercial activities and fundraising. Our development team generates income from Charitable Trusts & Foundations, individual membership schemes (including Friends and Patrons) as well as from companies through our Quay Club Membership and corporate sponsorships.



# ATTRACTION AND RECRUITMENT

Lowry is committed to creating an inclusive workforce by reflecting and representing the diversity of Salford and the UK.

We want to attract the broadest range of talented people to be part of Lowry – whether that is to work in our creative or support roles.

We particularly encourage applications from the following two people groups who are currently under-represented in our workforce and in the wider performing and visual arts sector; those people who experience racism and marginalisation, including those from African, Caribbean, North African, LatinX, South Asian, East Asian and South East Asian heritage and their diasporas, those who are disabled, Deaf and neurodivergent or have long-term health conditions.

Candidates who identify as people in one or both of these groups and who demonstrate in their application that they already meet all of the essential criteria in the person specification can opt to be considered as part of Lowry's guaranteed interview scheme. If you are invited to interview we'll ask you about any adjustments you may need, and if you are offered a role with us we will talk to you about any reasonable adjustments required to create a working environment where you will be supported to perform at your best.

To ensure fairness and to enable us to process your application through our shortlisting exercise, we ask that you remove all personal details (such as name, age, location, ethnicity, marital status etc) from your CV and covering letter before uploading. This reduces the risk of any potential bias during our recruitment process and ensures that all shortlisting is based on skills, experience and suitability for a role. Thank you for your understanding.

To find out about any opportunities to work for Lowry please visit our [vacancies page](#)



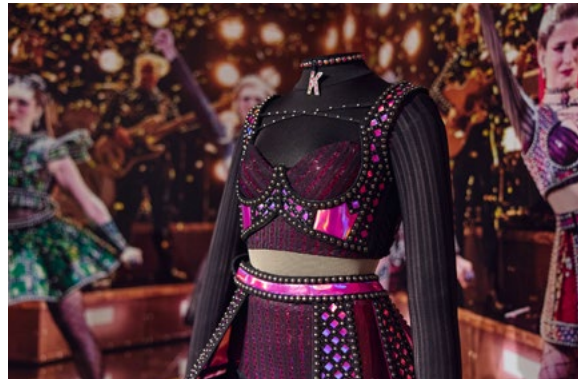
# OUR ROLES HAVE A NUMBER OF STAFF BENEFITS INCLUDING:

Complimentary and discounted theatre and live event tickets

Free car parking just a few minutes' walk from the Lowry building

Access to Lowry's Wellbeing Hub and to other health and wellbeing services, including counselling

Discounts at Lowry bars, restaurant and gift shop



# LOWRY

## JOB DETAILS

Post Title : Theatres Technical Coordinator  
Department : Technical  
Reports to : Head of Technical Theatre

## JOB PURPOSE

To undertake the technical coordination support of Lowry's theatre spaces, working with the Technical team under the direction of the Head of Technical Theatre.

## MAIN DUTIES AND RESPONSIBILITIES

- Provide coordination support to the Head of Technical Theatre and the wider Technical team.
- Act as a proactive, office-based communication point for the Technical Department, supporting the effective flow of information between internal and external teams, particularly Programming and Learning & Engagement.
- Attend and contribute to operational meetings, ensuring the complete and accurate dissemination of information appropriate to the Technical Department and other departments.
- Maintain, update and develop communications with visiting companies.
- To organise hires & returns of technical equipment associated to incoming productions.
- Support the technical team with show duties or maintenance as time permits.
- Coordinate with the Head of Technical Theatre on departmental rotas and scheduling for full-time, casual and freelance staff in line with the artistic programme, operational requirements and organisational procedures. Maintain accurate records of working hours, shifts and patterns, and prepare reports as required.
- Maintain accurate and up-to-date records of all casual and freelance staff, liaising with new starters and with Human Resources regarding recruitment, onboarding and staff changes within the team.
- Record financial data relating directly to the technical function, as directed by the Head of Technical Theatre, ensuring the confidentiality of all such information.
- Liaise closely with the Finance Team to support budget preparation and contribute to monthly budget monitoring and review processes.
- In the absence of the Head of Technical Theatre process weekly payroll.
- To organise the inspections and servicing of technical equipment with contractors.



- Provide tours of the Theatre spaces, if required by visiting companies, hirers, schools and colleges and any other relevant parties.
- Record levels of maintained consumables stock, reordering as necessary in liaison with the Head of Technical Theatre and Technical Managers and to research and advise on current market prices.
- Promote and comply with legislation and Lowrys policies on equal opportunities safeguarding, GDPR and health and safety both in the delivery of services and the treatment of others.
- Identify and undertake training and development as required in order to meet personal and business needs.
- Be an ambassador and advocate for Lowry and our mission and values.
- To model and advocate for inclusion and equality in daily working practices, creating a positive working environment and culture.
- Undertake any other reasonable duties, commensurate with the level of the post so as to ensure a smooth running of Lowry.

## **REVIEW ARRANGEMENTS**

This job information cannot be all encompassing. It is inevitable over time that the emphasis of the job will change without changing the general character of the job or the level of duties and responsibilities entailed. This information may be periodically reviewed, revised and updated in consultation with the post holder to reflect appropriate changes.

| CRITERIA                                      | ESSENTIAL                                                                                                                                                                                                                                                          | DESIRABLE                                                                                                                                                                                                                   |
|-----------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>SKILLS / ABILITIES</b>                     | <p>Excellent administrative, organisational and interpersonal skills.</p> <p>IT skills, specifically MS Outlook, Word, Excel &amp; Artifax</p> <p>Ability to manage workload with attention to detail, multitask and prioritise in line with agreed deadlines.</p> | <p>Experience of working in technical theatre/ music/events/visual arts.</p> <p>Experience of working as a Administrator.</p>                                                                                               |
| <b>KNOWLEDGE</b>                              | <p>Experience of working in an administrative role within an arts, theatre or music environment.</p> <p>Experience liaising with internal and external customers and suppliers.</p>                                                                                | <p>A knowledge of technical systems and equipment.</p> <p>A knowledge of current H&amp;S practices and legislation.</p> <p>Payroll &amp; timesheet administration</p> <p>Knowledge of receiving &amp; producing theatre</p> |
| <b>QUALIFICATIONS, TRAINING AND EDUCATION</b> | A background with Technical theatre training.                                                                                                                                                                                                                      |                                                                                                                                                                                                                             |
| <b>EXPERIENCE</b>                             | Experience from a technical or stage management background in a commercial receiving or producing theatre environment.                                                                                                                                             |                                                                                                                                                                                                                             |
| <b>OTHER REQUIREMENTS</b>                     | Flexible and adaptable approach to fulfilling the duties of the post. reflect appropriate changes.                                                                                                                                                                 |                                                                                                                                                                                                                             |