

EXETER NORTHCOTT THEATRE

Recruitment Information
Catering Assistant
October 2015

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Welcome

Thank you for your interest in this post and Exeter Northcott Theatre.

Following the recent appointment of Paul Jepson as Artistic & Executive Director, the return this year to Arts Council England's national funding portfolio, and the theatre's return to producing, this is an exciting time to be joining the team at Exeter's flagship theatre.

The timetable for recruitment is as follows:

Application Deadline: 12 noon on Monday 9th November 2015

Interviews commence: If your application is successful we shall contact you within the following days of receipt of the application to arrange an interview.

To be considered for this post, please complete our application form which can be downloaded from our website. It would be helpful if you could also complete the equal opportunities monitoring form.

Applications will be accepted by post or e-mail. Please address your application to Recruitment, Exeter Northcott Theatre, Stocker Road, Exeter EX4 4QB or e-mail it to: jobs@exeternorthcott.co.uk

We look forward to receiving your application.

Catherine Goodridge
Finance & HR Director

About Exeter Northcott Theatre

Outstanding theatre in the heart of Devon



Built in 1967 on the University of Exeter's stunning Streatham campus, Exeter Northcott Theatre is Exeter's flagship venue, loved by audiences and artists alike. With the recent appointment of Paul Jepson as Artistic & Executive Director 2015 sees the theatre returning to Arts Council England's national funding portfolio and also producing once more, beginning with our 2015 family Christmas show – *A Christmas*

Carol.

A 460 seat mid-scale house, the theatre plays a central role in the cultural life of the community it serves – 551,000 homes within a 45 minute drive-time including a population of 120,000 in Exeter (during the day this swells to 250,000 people), and is a magnet for thousands of people of all ages who are interested in attending live performance. From families introducing their younger members to theatre for the first time to a lively retired community that loves the classics, we cater for everyone. As a University City there is no shortage of people of all ages who are adventurous and eclectic in their tastes as well as schools who value the opportunity to bring their students to see a live show as part of their learning.

The Exeter Northcott Theatre's beautifully designed auditorium works exceptionally well for all types of dance. Our audiences are notably engaged and making every performance memorable and the regularly cited as a favourite venue by national companies for this reason. Touring companies also exceptionally high quality technical and marketing support.



stage and theatre and enthusiastic theatre is touring compliment our

'ETT is always delighted when it can bring a show to The Exeter Northcott. Not only do we receive a warm welcome and great technical, marketing and front of house support, but we can depend on strong audiences who always seem to appreciate our work. All designs seem to sit well in this lovely space and productions are seen at their best.'

English Touring Theatre



Exeter Northcott Theatre collaborates with leading edge funded touring companies to present new writing, classic plays, physical theatre and devised/experimental work (e.g. Out of Joint, Headlong, English Touring,

Theatre and its current season can be found on our website www.exeternorthcott.co.uk

Vamos, Shared Experience and Theatre Alibi). We have recently worked hard to strengthen our commercial and pre West End offer and have presented tours of *The Mousetrap*, *Under Milk Wood*, *Birdsong* and *The History Boys*.

In addition to our strong drama offering we are a regional venue for dance, programming national touring artists and workshops as well as providing opportunities for emerging performers. We have a long-standing relationship with Opera and have begun a three year agreement marketing Bournemouth Symphony Orchestra in the University of Hall, adjacent to the theatre.



corner stone supporting companies and English Touring and ticketing Exeter's Great



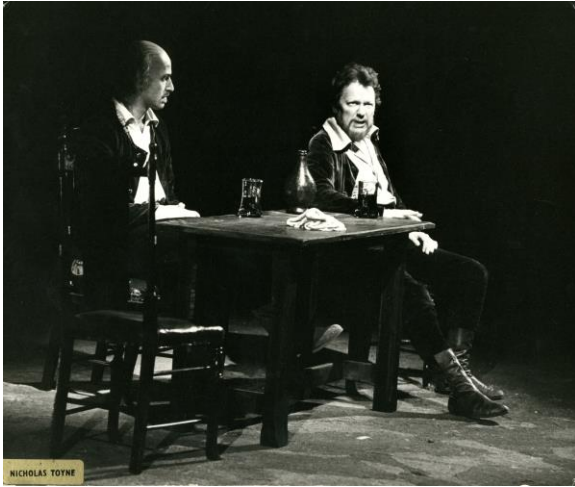
A major element of the programme is our work for families and young people, who currently represent 40% of our annual attendance. We programme work for family audiences of all ages, including work for early years.

'We both wanted to say how much we value the way you are encouraging a new, younger audience with children's shows, that we really appreciate the variety of mainstream and more unusual productions as well, and finally to say that it has been a great joy to come and watch more theatre again. We spent the rest of the afternoon planning what else we 'needed' to book for this season!'

Audience member

The Northcott has a national reputation for training technical theatre staff and the development of skills across all theatre disciplines with a particular focus on student employability is now a major focus. Our **Creative Futures** initiative is a partnership with the University of Exeter Student Guild that is helping to develop student employability opportunities and deepen connections between the cultural sector and student body.





The theatre has a rich history of developing new writing and nurturing artists at the beginning of their careers. An array of new writing has been premiered at the theatre over the decades; from the first public performances of Edward Bond's *Bingo* in 1973 through Howard Barker's *BLOK/EKO* in 2011 to the 2013 production of Dawn King's *Ciphers*, Exeter audiences have enjoyed the opportunity to be in at the beginning of exciting new works and careers. We celebrate some of these stories in an exhibition in the theatre foyer and are planning a major celebration for our Golden Jubilee in 2017.

In 2013 the theatre became a registered charity. Since then it has worked hard to raise funds to support its core running costs and to deliver on its exciting and expanding new plans. The theatre hosts a number of fundraising events each year, including its Charity Command Performance. In addition to this it increasingly works with corporates and individuals to fund new projects such as the return to producing work and the newly proposed Young Company.



**EXETER
NORTHCOTT
THEATRE**

Job Description

Exeter Northcott Catering Assistant

Exeter Northcott Theatre

Purpose of Post

Further details about the Exeter Northcott Theatre and its current season can be found on our website www.exeternorthcott.co.uk

Following the appointment of Paul Jepson as Artistic & Executive Director, the return this year to Arts Council England's national funding portfolio, an extensive refurbishment project this summer and the theatre's return to producing, this is an exciting time to be joining the team at Exeter's flagship theatre.

The Catering Assistant will be a key player in ENT's ambitious business plan, responsible for assisting in the delivery of a new catering function. We are looking for highly motivated and reliable people to join our new Catering team. The role will be to provide, prepare and serve quality food in a timely manner, in a safe and legal environment.

Department: Catering
Responsible to: Catering Manager

Duties & Responsibilities

- To prepare food to the required standard, as instructed by the Catering Manager.
- To ensure the kitchen is operated in line with the current and future food safety legislation in a safe and effective manner.
- To complete all required daily paper work and record keeping as instructed.
- To deliver food orders within agreed time limits.
- To limit food waste at all times.
- To ensure cleaning duties are completed daily, weekly, monthly or annually as instructed.
- To assist the Catering Manager with stock ordering when required.
- To accept any other reasonable task in relation to food and beverage service.

Responsibilities of all staff members

- To be flexible and to undertake any other reasonable duties as requested by Management
- To take an active part in co-operating with and supporting other staff and departments in the achievement of the company's aims
- To adhere to all Exeter Northcott policies (including Equal Opportunities and Child Protection)
- To be aware of, and comply with, rules and legislation pertaining to Health & Safety at Work
- To be an advocate of the company
- To attend company events and be aware of the breadth of the company's work
- To contribute ideas and suggestions for the increased success and effectiveness of the Exeter Northcott
- To maintain confidentiality at all times particularly with respect to information that may be covered by the Data Protection Act

Person Specification

Please pay close attention to this when considering applying for this post, you will need to demonstrate how you meet the criteria below and are unlikely to be interviewed if you do not meet most of the essential criteria

• Essential

- Good standard of general education
- Previous experience in a catering environment
- Food Safety level 2
- A flexible approach to hours and work. Available to work evenings, weekends and public holidays as the needs of the venue require
- Excellent customer service skills
- Ability to work as part of a team
- Ability to work under pressure
- Reliable and punctual
- Conscientious

Desirable

- Experience of working in the arts industry or entertainment/leisure facility in a FOH capacity.
- Health & Safety Certification
- First Aid Certificate
- Knowledge of Hygiene, Health & Safety Standards and legislation

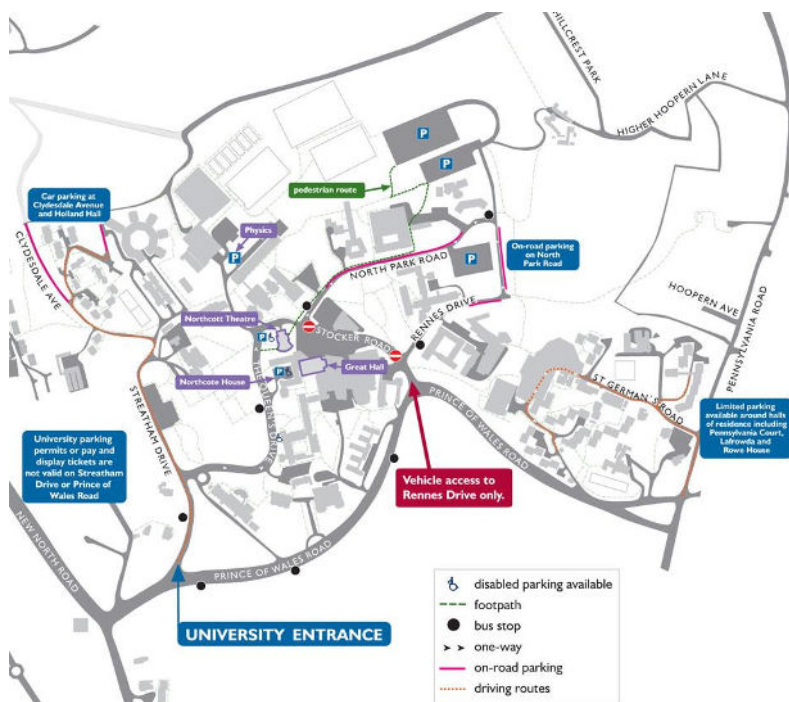
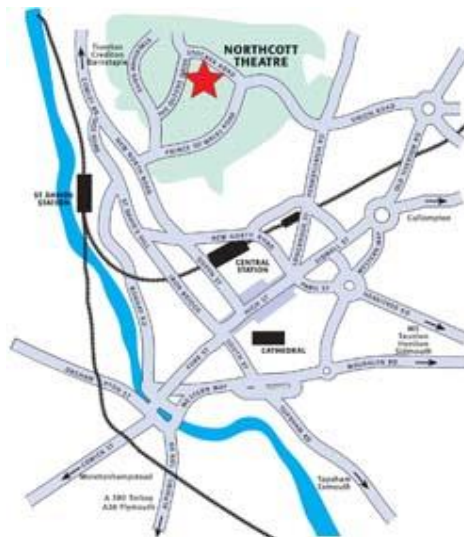
Note: this job description may develop & evolve with the growth of Exeter Northcott Theatre

How to find the Exeter Northcott Theatre

Situated on the University of Exeter's Streatham Campus on Stocker Road, the Exeter Northcott Theatre has good public transport links and plenty of evening and weekend parking a short distance from the theatre. **Parking spaces are limited during the day in term-time.** If you are driving please check the information below.

Getting here by bus

The D bus runs from Exeter City Centre direct to the campus. For more contact 01392 427711 or visit www.stagecoachbus.com.



Getting here by car

Detailed driving directions can be found on our website

Parking is very difficult on weekdays during term-time so if you are coming to the theatre by car for an interview please let us know.

The nearest car parks to the theatre are Car Parks C & D, located only a few minutes walk away. Please note that before 6pm Visitors to the Campus can only use Car Park C which is located next to the INTO Academic Centre at the top of Stocker Road. Entrance to the car park is on North Park Road, opposite the bus stop. This is a Pay & Display Car Park.

Larger versions of these maps can be found on the website

Getting here by train

From Exeter St Davids Station, take the 1km walk up the hill to the University Campus. Alternatively, taxis are available from both Exeter St David's and Exeter Central railway stations. For more information on train services contact 08457 48 49 50 or visit www.nationalrail.co.uk

Getting here on foot or by bike

We'd like to encourage those who are able to walk or cycle to the Theatre to do so whenever they can. There are several cycle paths and lanes in and around the Theatre and University Campus, to ensure the safety of cyclists.

Please do contact the Box Office on **01392 726363** if you have any queries about planning your visit.