



LTG Central Region Conference Seminar – employment

4 November 2023

Rugby Theatre

Introduction

- For the LTG Southern Area Conference 2019, Anne Gilmour and Jo Matthews put together information from various LTG member theatres on employment. This was in response to what seemed to be a growing trend of employing people in our theatres.
- We have now also added a category in the Yearbook – EMP – meaning this theatre employs people, so it is now possible to know how many of our theatres have gone down this path.
- For the LTG Central area conference in November 2023 at Rugby Theatre the presentation was updated and the following theatres are featured:
 - Central Region: Loft Theatre, Harborough Theatre, Leicester Little Theatre
 - Southern Region: Richmond Shakespeare Society
 - Northern Region: Peoples Theatre, an interesting case study.
 - The Crescent, a large employer, is treated separately in their own companion presentation.



LOFT THEATRE COMPANY

The Loft Theatre employs two people:-

A full time Production Manager

Overall Responsibilities

- i. To oversee the successful staging of Loft and visiting company productions in all performance spaces, including set design, painting and construction.
- ii. To be a second Licensee for the theatre and the bar. The General Manager assumes the main Licensee function.
- iii. To provide front of house operational support as required during and between productions
- iv. The Production Manager reports jointly to the General Manager and the Artistic Director

A part time Cleaner – reporting to the General Manager

Both at professional rates

Harborough Theatre

- 8 productions, 414 members, 114- and 50-seater theatres
- Theatre Administrator Part Time employee 28 hours a week
 - Covers box office, publicity rotas and bar management banking lettings management and public liaison
- Premises Officer Part Time self-employed 7.5 hours a week
 - Deals with safety checks and liaise with outside contractors and does some maintenance
- Cleaning Contractors: Daily
- Webmaster: volunteer

Leicester Little Theatre - 2023

- Full time employees on contract:
 - Theatre Manager (c£30,000 pa)
 - Deputy Theatre Manager (c£24,000)
 - Wardrobe Master (c£29,000)
- Part time employees
 - caretaker (£11 ph)
 - Youth Theatre Leader, Sat mornings (£20 ph)
 - Youth Theatre Assistant, Sat mornings (£15 ph)
 - Workshop carpenter, contracted 6/7 days per show
 - Freelance scenic designers employed for some shows

Leicester Little Theatre

(2019, pre-COVID)

- 12 productions a year, 349- and 30-seater theatres
- Employ 25 people, all on contract
- Five are full-time
- Part-time
 - part-time contract
 - Some on zero-hours contract (e.g. bar staff)
- Roles include theatre management, set building, costume design, preparation and hire, youth theatre and workshop leaders and bar staff
- Employed staff since 1940's
- Managed ultimately by Board of Trustees

Richmond Shakespeare Society

- 9 productions a year; 96 seat theatre; 500 members
- Employ one tutor for the Young Actors' Company (aged 14+) and one for the Junior Actors' groups (up to 14)
- Both roles openly advertised over the summer and appointed at the start of the academic year. Applicants from current and external members. This has been hailed a great success, after the initial plan to employ people was not greeted by enthusiasm from veteran members.

The People's Theatre

- 13 productions a year, 310 members, 489- and 82-seater theatres
- Full-time venue manager on contract £26k-£30k
- Part-time technician 25 hpw on contract £12k - £16k
- Part-time box office manager 15 hpw on contract £13k - £16k
- FOH and bar £10.60ph
- Hires: Bar, Stewards, Tech Casual £10.60ph
- The Tech Casual is when extra tech is needed for hires (SM, Lights etc,) and is drawn from the membership.
- Apart from bar staff all employees are members and understand the ethos of the organisation

Discussion after the Presentations at Rugby Theatre 4 November 2023

Top Tips

- Be sure to have all the correct paperwork in place
- Take care that your Role Description is achievable and not trying to solve all the problems at your theatre
- Be sure your members know the precise remit of the employee, so that members' expectations of work achieved are realistic
- Employ a professional HR person if you can, perhaps on a retainer basis, to be the outside and neutral person on any issue
- If members and employed people are both doing a very similar job (eg bar), be sure the tasks for each are clearly defined and delineated
- If you are wanting someone to oversee your external hires and lets, consider making a business case which includes the salary and income, and maybe payment to sound, lights, ushers or any member who facilitates the hire.

Conclusions and Further Contributions

Thank you to our member theatres who took the time and trouble to contribute to our research. It would certainly seem that (as opposed to ten or more years ago), there is a steady but sure move towards employment in our theatres for specific roles to support the business rather than the members' activities.

There is also a need, demonstrated at conferences, for theatres considering the move to ask questions of those who've learned by their experiences. Do use this presentation, the Yearbook and your hub to contact others.

We intend to keep this presentation updated; If your theatre would like to contribute relevant information, please email it to

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