

STORYHOUSE



Production Assistant Recruitment Pack

Antigone, 2021, Mark
McNulty



Storyhouse, 2017, Becci Lane

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Welcome from the CEO

Storyhouse is one of the UK's foremost cultural charities; its home in Chester incorporates a library, theatres, and a cinema. It is also an acclaimed theatre producer and runs the country's most successful regional open-air theatre in the city's Grosvenor Park, as well as the innovative Moonlight Flicks open-air cinema each year.

Storyhouse plays an important part of cultural life in Chester and continues to be a beacon of inspiration for many other cities and towns for the role it has played in social and economic regeneration, its successful and unique integration of world-class theatre, cinema, and library facilities, as well as its bold, exciting, diverse, and award-winning programming.

It is also a great place to work. We offer a flexible and supportive working environment, value experience as well as skills and qualifications, and work to ensure everyone in the organisation is aware of our equality and diversity commitments. We want to support all staff to fulfil their potential and enjoy a happy and healthy workplace.

We hope you decide to join us,

Annabel.





Chester Disability Pride Parade, 2023, Mark McNulty

Our Story

You can find a bit about who we are on our [website](#), discover more about our innovative home and how it came to be in [this case study](#) by Arts Council England, or read about our renowned library in this [blog](#) by the DCMS's library team.

Above all, Storyhouse is a creative community. As a diverse cultural organisation, our home is one of the country's most successful cultural buildings housing a cinema, theatres and a library. Last year we welcomed 800,000 people through our doors. We are both a community hub and combined arts producer.

Our library attracts international recognition, known for its seamless integration, and boasts the longest opening hours of any UK public library.

In 2023-24, we supported 5,768 young people to connect and create, ran 180 free rhyme-time sessions, created 423 magical performances indoors and outdoors, sold 108,298 theatre tickets and hosted a total of 1,618 cinema screenings.

Visits are roughly split into thirds between event attendances, library users, and wider participation. We enjoyed the support of over 14k volunteer hours and 1,328 different individuals were involved in making and supporting our work.

Grosvenor Park Open Air Theatre, which we founded in 2010, is the UK's largest regional open-air theatre, welcoming over 25,000 every summer.



This House is Your House

We've become vital part of the region's cultural landscape and a place of safety and support for the community - especially for young people, giving them a space where they can reimagine their place in the world.

Over 40 community groups use us as a base for creative activity each month, including LGBTQIA+ and disability groups, refugee integration activities, mental health support sessions, and groups combatting social exclusion by age.

We work extensively with young people and provide a range of different programmes, from youth theatre and our young company, to young leaders, young programmers, and our many schools and education programmes. Throughout our work we collaborate with local partners throughout to ensure we are reaching the people that would usually have the least opportunity to participate.

Across everything we do, we work to give people the power to build their own creative communities through inspiring stories and shared creative experiences: this house is your house.

As we blend theatre, library, restaurant and cinema services, we share inspiring stories and stage creative events which empower people to nurture their creativity and bring together communities. Through our work, we hope to build a more connected, inclusive and creative community network.

The more open we are to the true and rich diversity of our communities, the more vividly we fulfil our purpose. More engagement from more of our communities will make more of Storyhouse.

We are committed to creating a team which is representative of our communities and to bringing together those with a variety of skills and experiences to help shape what we do and how we work.



A Midsummer Night's Dream, 2023, Mark McNulty

Our Strategy...

Storyhouse is about to enter an exciting new phase in our evolution as we look to develop our programmes, based on a new strategic plan, to deliver world class arts and meet community needs.

Our Vision:

Here at Storyhouse, culture is owned by everyone.

Our Mission:

We work every day to be a creative home for our communities.

Our Values:

LISTEN CLOSELY.

True empathy takes effort. So we work hard to understand different points of view.

LOOK AROUND.

Opportunities can be spotted by anyone, anywhere, at anytime. So we always have our eyes, ears and minds wide open.

SPEAK UP.

Not everyone's stories have been told. So we use our voices to amplify those that haven't been heard.

STAND UP.

Debate and discussion make things better for us all. So we don't shy away from a challenge.

REACH OUT.

Diverse perspectives solve the hardest problems and make the best decisions. So we seek them out, and invite them in.



A Midsummer Night's Dream, 2023,
Mark McNulty



Our Resources

Storyhouse is a medium-sized charity with approximately 140 staff and a gross revenue of over £6 million per year. The charity is financially stable, with a number of steady revenue streams, including a 20-year lease and contract for services with the local authority (Cheshire West and Chester) and NPO funding from Arts Council England for 2023 to 2026. Revenue from commercial activities is also essential to the charity's financial stability, and over 57% of its revenue is earned.

Storyhouse runs two wholly owned commercial trading subsidiaries: Storyhouse Production Company Limited - creating and staging Storyhouse Originals theatre productions - and Storyhouse Catering Company Limited - providing a range of catering, retail, cinema, receiving theatre and commercial services.

Despite our financial stability, like all other charities our resources are being eroded by rising costs caused by inflation and higher energy prices, and as a result of the continued cost of living crisis, demand for free-to-access services (such as warm spaces) is increasing.

Our Building

The original parts of Storyhouse were constructed as an art deco Odeon cinema in 1936, and have been restored, extended and renovated into a library, two state of the art theatres, a cinema, restaurant, and two bars.

The larger theatre is an 800-seat proscenium arch stage. With state-of-the-art facilities, its auditorium spreads across three tiers: stalls, circle and gallery. This same theatre converts into a 500-seat thrust stage (with the audience wrapping around three sides of the stage). In this format, the auditorium spreads across two tiers, with intimate seating putting the audience right in amongst the action.

On top of the building sits the Garret Theatre and Bar. This 150-seat black-box theatre is a flexible, fully-equipped performance, rehearsal, or workshop space. It is designed to be full of work made by local creative companies, individuals, and community groups, as well as a space we hire to companies and individuals.

The 100-seat boutique cinema is designed to honour the original Odeon's history as a cinema in 1936. With red velvet, soft, sunken seating, it is a beautiful event space.

The library spreads right through the building, with a dedicated family-friendly area (with wet play, storytelling room, and arts and crafts) in The Den and extensive book-stocks covering the walls throughout Storyhouse offering opportunities for studying, learning, and research.



The Role

The production assistant will form a vital part of the Storyhouse production and producing team . This is a great entry level job for someone wanting to be a part of how theatre is produced. The in-house Production team works across several shows, festivals and events throughout the year. As a team we work on a wide range of productions including schools tour, youth theatre shows, commercial musicals , new plays and adaptations of classics as well as immersive site-specific events.

This role would be integral to creating and delivering productions on a variety of sizes and scales, working alongside the Producers to organise large scale freelance teams to create high quality theatre. This role needs someone who is happy to work on their own after being given clear briefs about what is required, but who is also able to work alongside teams of varying sizes .

This role needs someone who has a keen interest alongside some training or experience in working on productions. In this role you will get to learn tracks backstage, running these track when needed. You will be a vital contact for freelance creatives working on projects and may need to be on hand to make quick decisions about their requirements whilst working with us. This job is a great mix of hands-on experience which will include loading and driving vans alongside the admin of logging and tracking receipts, invoices and expenses. We need someone who is great with people and isn't afraid to pick up the phone when a conversation is needed over an email. The role will involve a fair amount of lifting and shifting , including moving costumes and props to and from our storage units.

We are a compact, agile, focused production team with big ambitions. The production assistant needs to be passionate about achieving the artistic vision alongside the producers within set parameters.



The Kitchen, 2023, Mark McNulty

Role and Responsibilities

You will:

- Log all invoices and budget track all lines using excel
- Book any accommodation needed for creatives and artists
- Contact artists about travel and accommodation needs
- Work with Stage Management and wardrobe in transporting props and costumes to and from Storyhouse in the company van
- Transport designer when in Chester to stores and workshops
- Update production calendar
- Learn all backstage tracks on Storyhouse Originals
- Work on Community and Schools shows
- Run tracks backstage when needed
- Help to run all Youth theatre shows
- Tour projects around schools with small scale work
- Input all shows and rehearsal into Artifax
- Log all travel, accommodation, props receipts for the company credit card
- Set up and book meeting rooms as required
- Arrange any first night cards and gifts for casts and creatives
- Send out access riders to cast and creative and collate information, sharing with relevant people
- Look after the digs list
- Arrange any prop borrows
- Tidy props away in the store
- Set up rehearsal rooms and help with the mark up.
- Arrange cast and company passes
- Props list for new scripts
- Book all rehearsal and audition spaces in line with what is required
- Scripts printing and sending

Role and Responsibilities (continued)

Organisational Commitments:

- Carrying out any other tasks that will be required on an ad hoc or continuing basis, commensurate with the general level of responsibility of the post.
- Undertaking relevant training and development as required.
- Driving change through actions and words that advocate inclusion and equality, creating a culture that recognises and celebrates diversity.
- Being accountable for the safety of yourself and others, in line with our Health & Safety Policy.
- Creating a positive working environment, underpinned by the organisation's values.
- Ensuring we are collecting and using data to inform decisions, demonstrate our impact and fulfil our funding conditions.
- Complying with all legal requirements relating to the General Data Protection Regulation (GDPR).
- Contributing to our environmental sustainability goals.

This Job Description is indicative of the responsibilities and duties associated with this position. It is neither restrictive nor inclusive and Storyhouse reserves the right to make reasonable changes.

Skills & Experience

Essential:

Some theatre/events production experience or training.

Full driving licence and ability to drive a long wheeled based van.

Excellent communication and organisational skills.

Proactive, solution focused, energetic and able to remain calm whilst working under pressure.

Highly organised with the ability to prioritise and multi-task.

Commitment to inclusivity and diversity at Storyhouse and within the wider sector.

Competent computer skills.

Ability to minute meetings

Desirable:

Passion for the arts and community.

Knowledge and experience of stage management.

Knowledge of and commitment to environmentally sustainable production processes.

Experience of driving a van.

Ability to build excel and word documents

Knowledge of building systems (artifax)

Opportunity and Staff Benefits

Title: Production Assistant

Reports to: Head of Producing

Salary: £25,500 per annum

Contract:

Your normal working week will consist of those hours necessary to carry out the responsibilities of your position which should be based on a 40 (forty) hour week to be worked between the hours of 8.30am and 12.00 midnight Monday to Sunday and, where possible, spread over five out of seven days.

30 days annual leave per year, including bank holidays, increasing annually up to a maximum of 3 extra days

Birthday leave

A defined contribution pension scheme or a People's Pension scheme

Employee Assistance Programme, including Medicash

Cycle to Work and Travel to Work schemes

Hybrid working practices and flexible working requests available from day one

Discounted gym membership schemes

Complimentary tickets and discounts on food and drink

Company sick pay after qualifying service

Application Process

Applicants are asked to submit a cover letter expressing interest in the role and a CV demonstrating relevant experience online at:
www.storyhouse.com/jobs/

Applications should be submitted on or before 19th July 2025 with interviews beginning from week commencing the 28th July. The proposed start date for this position is 25th August 2025.

For an informal discussion about the role or support in the application process, please contact our Head of People, Emma Hutt at peopleteam@storyhouse.com.

No agencies please.



Faustus That Damned Woman, 2023,
Mark McNulty



GDPR

Personal Data Notice

According to GDPR guidelines, we are only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation) with your express consent.

The equal opportunities monitoring online form will not be shared with anyone involved in assessing your application. Please complete as part of the application process.

STORYHOUSE