



**Production Assistant Call Out**  
**The Christmas Spirits**  
Spun Glass Theatre

**Summary**

*Brand new devised theatre production in Hastings this Christmas in a new bespoke, intimate children's theatre. Working with award winning director Ross Drury and directly with our community of parents, babies, toddlers and school children in the town to create a magical Christmas performance infused with music, puppetry, storytelling and visual treats.*

*The Christmas Spirits* is a fun and varied compilation performance of many different Christmassy stories, all chosen by the audience so no two performances are alike. Families will be able to choose the stories they hear, mixing up their own unique Christmas offering. This is a show for all the family but specifically the youngest audiences so it's all about introducing the concepts and ideas of Christmas time.

Spun Glass Theatre productions always feature a strong co-creation element with our communities and *The Christmas Spirits* is no different, inviting parents and children to join rehearsals to explore performance snippets, give feedback and help the team make creative choices. You will be working alongside babies from our First workshops, toddlers from our Second workshops and children from local primary schools.

The Production Assistant role involves being part of rehearsals and performances - completing admin and stage management/production tasks, and making sure that the space, creative team, and participants/audiences are well looked after.

You will be part of the creation process in Hastings for three weeks 28 Nov - 17 Dec, devising alongside director Ross Drury and the rest of the creative team.

We encourage applicants with young families - we have childcare contributions available of £250. Applicants local to Hastings and those from the global majority are encouraged to apply as we want to play an active role in showcasing local talent and diversity for a family audience.

There will be 3 performances a day - 10am, 1pm and 3pm.

**Closing date:** 10/11/2022 : 18:00

**Pay details:** £600 per week, freelance role. £250 childcare contribution for parents with young children.

**Production location:** Hastings

**Production dates:** Performances Sunday 18th - Thursday 22nd December 2022.

**Director:** Ross Drury

**Company:** Spun Glass Theatre

**Interview details:** Thursday 17th November in Hastings

**Job description -**

Spun Glass Theatre is looking for a freelance Production Assistant local to Hastings, with skills in stage management, arts administration, and front of house roles.

*The Christmas Spirits* are a clowning ensemble, each representing and inspired by Christmas folklore. The production will be co-created with families from local communities, with a strong improvisation element.

The Production Assistant role is a varied one, and duties could include, but are not limited to:

- Sourcing and buying props/costumes
- Being present at rehearsals as a runner and general assistant to the director and creative team
- Stage management duties
- Managing the community engagement elements of the production, and supporting the production team on other admin and logistics as required
- Opening/closing the venue, and selling and serving refreshments
- Operation of basic lighting and sound
- Shared responsibility for fire evacuation/health & safety procedures

A full driving licence and access to a vehicle is essential for this role.

**Desirable Skills -**

- Experience with stage management and/or technical theatre
- Experience working with children and families
- Experience working front of house in a theatre/arts environment, or other public-facing/customer service role
- Experience of community engagement activities
- A willingness to take on any task that could be reasonably required to ensure the smooth running of the production

A First Aid certification, Food Hygiene certification, and an enhanced DBS check are desirable, but not essential.

Apply with CV and cover letter to [recruitment@spunglasstheatre.com](mailto:recruitment@spunglasstheatre.com) by 6pm on Thursday 10th November 2022.