

# PA to Alex Thorpe, Co-Creative Director

[www.queens-theatre.co.uk](http://www.queens-theatre.co.uk)

Closing date: Monday 11 November 2024 at 10 a.m.

**QUEEN'S  
THEATRE**  
HORNCHURCH



# Welcome

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Queen's Theatre Hornchurch: where your talents find their stage.

Queen's Theatre Hornchurch (QTH) is the producing theatre serving Outer East London & South Essex, with a catchment area of 1 million+ people.

As a community hub, over 220,000 people enjoy the programme each year, including the best in home grown theatre, visiting live entertainment and inspiring community projects.

Behind the scenes, sets & costumes are lovingly created on-site by a highly skilled carpentry workshop, scenic artists, prop makers and wardrobe team.

“As a publicly funded organisation, it is our responsibility to offer something for every single person in our catchment area”



# About the Role

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**Job Title:** PA to Alex Thorpe, Co-Creative Director

**Reporting to:** Alex Thorpe, Co-Creative Director

**Salary:** £20 per hour, remote working

**Hours:** 14 hours per week, 3.5 hours per day (Monday - Thursday)

**Duration:** Part-Time / Fixed-Term until July 2025 (with the possibility to extend depending on funding).



Sucker Punch, 2023, Queen's Theatre Hornchurch, Photographer Manuel Harlan





“Heartbreakingly  
well-written”

# Key Objectives

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This position supports Alex Thorpe, Co-Creative Director, Queen's Theatre Hornchurch.

The Directors work together as part of the Senior Leadership Team, across programming, creative producing, partnership building and in areas of expertise including creative responses to co-creation, local narratives, environmental responsibility, talent, access and digital.

# QTH Strategic Aims

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Queen's Theatre Hornchurch is guided by five strategic aims which are core to all of its work and activity:

- Relentlessly prioritise addressing the under representation of those people QTH works with and serves, including an increasing focus on deaf and disabled artists and participants.
- Increasingly work in different ways off site to engage with new people, often hyper locally in underserved places
- Ambitiously address environmental responsibility in the stories QTH tells & the ways & environment in which these are made & told
- Place QTH firmly at the heart of cultural place making within its sub region through the international, national, regional & local partnerships it facilitates & engages in
- Secure the future of the award winning 21st century producing theatre QTH as developed into during the last 5 years, through increased levels of public & private investment





# Responsibilities – Main Duties

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- Support effective use of the Creative Director's time
- Support with correspondence and email inbox, as required, ensuring that all messages receive a response in a timely and appropriate manner.
- Follow-up actions on behalf of the Creative Director
- A point of contact for the Creative Director's diary, including reviewing the diary, avoiding clashes and ensuring meetings are prioritised where needed.
- Completing miscellaneous tasks and errands in support of the Creative Director
- Providing administration support for events, rehearsals, and research and development processes.
- Occasionally making telephone calls on behalf of the Creative Director
- This list is not exhaustive, and the job role will evolve over time in collaboration with successful candidate.



# Person Specification

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- Previous experience in a supportive role for senior leaders within an organisation (Working within a theatre is not mandatory, although beneficial).
- Outstanding written and verbal communication skills.
- Proficiency in IT Skills across various platforms, such as Microsoft 365, Google Drive, Calendly, and Dropbox.
- Proven experience in effectively managing a demanding calendar.
- Proactive and self-motivated, capable of independent work.
- Adept at prioritising tasks and thriving in a fast-paced environment with multiple demands.
- Familiarity with Access to Work processes.



# How to Apply

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## **Application Deadline:**

Monday 11 November 2024 at 10 a.m.

## **Interviews**

Interview via Zoom: Friday 15 November 2024

## **To submit your application:**

Please submit a cover letter of between 300 – 500 words on how your skills match the personal specification and job description and a CV (Max 2 pages) evidencing your previous work experience relevant to the role.

Equal Opportunities Form can be found at: [QRecruit - Queens Theatre \(queens-theatre.co.uk\)](https://queens-theatre.co.uk/QRecruit)

Send completed forms (CV, Cover Letter and Equal Opportunities form) to [alexthorpe@queens-theatre.co.uk](mailto:alexthorpe@queens-theatre.co.uk) with ALEX THORPE PA in the subject line

For assistance, please email: [alexthorpe@queens-theatre.co.uk](mailto:alexthorpe@queens-theatre.co.uk)

We want to make all opportunities at Queen's Theatre Hornchurch accessible to anyone who wants to apply.

If submitting a written application is not the best way to tell us about your skills and experience, please let us know and we will discuss with you.

If you would like an informal conversation with Alex, Co-Creative Directors, to find out more about the position, in advance of, or whilst you are considering making an application, please email [alexthorpe@queens-theatre.co.uk](mailto:alexthorpe@queens-theatre.co.uk)

We recognise that historically people from underrepresented groups are less likely to apply for roles if they do not meet every requirement. This Person Specification and list of duties are indicative of the role. If your skills and experience don't perfectly align but you are excited about the role, we encourage you to apply.

# Disability Confident

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At Queen's Theatre Hornchurch, we are committed to promoting and protecting the physical and mental health of all our staff.

As a Disability Confident Committed Employer, we have committed to:

- Ensure our recruitment process is inclusive and accessible
- Communicating and promoting vacancies
- Offering an interview to disabled people who meet the minimum criteria for the job
- Anticipating and providing reasonable adjustments as required
- Supporting any existing employee who acquires a disability or long-term health condition, enabling them to stay in work
- At least one activity that will make a difference for disabled people.

Find out more about Disability Confident at: [www.gov.uk/disability-confident](https://www.gov.uk/disability-confident)





# Equality and Diversity

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At QTH, we champion a diverse and inclusive workplace, valuing every individual's unique background and perspective.

We believe that a diverse team fosters creativity and innovation, enhancing our artistic endeavours. We are committed to equal opportunities, regardless of race, ethnicity, gender, sexual orientation, age, religion, abilities, or socio-economic background. Embracing differences, we create an environment where all employees feel respected and empowered.

We actively challenge biases, promoting mutual understanding and respect for all voices. We welcome applicants from diverse backgrounds and encourage an inclusive space where everyone can thrive and contribute.

Join us in celebrating diversity and inclusion, shaping a vibrant theatre community where every individual is valued, respected, and inspired, guided by a passionate new Creative Directors team of inspirational leaders.

Here, you can make your mark, learn, and grow. Be part of a team that enlightens and engages audiences locally and beyond.

# About Queen's Theatre Hornchurch

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Audiences are guaranteed a **warm welcome** from a three year winner of UK Theatre's Most Welcoming Theatre (2016-2018), London Theatre of the Year 2020 (The Stage Awards) – the first Outer London theatre to receive this prestigious award – and 2023 finalist for 8 of the Off West End Theatre award categories for the public's favourite venue.

QTH is known for **new plays**, including premieres of *Maggie May* (Frances Poet), *Love Letters* (Douglas Rintoul), *Misfits* (Anne Odeke, Guleraana Mir, Kenny Emson & Sadie Hasler), *Stiletto Beach* (Sadie Hasler) and *Abi* (Atiha Sen Gupta). Adaptations have included Neil Bartlett's *Jekyll & Hyde* and Vicky Donoghue's *The Witchfinder's Sister*. Its 2022 **Blueprint Festival** of new works enabled 60+ creative practitioners. QTH champions **working class female playwrights**, with Vickie Donoghue, Amanda Whittington, Kelly Jones, Sadie Hasler, Anne Odeke & Guleraana Mir currently commissioned.

Record breaking **regional premiere** productions of musicals have seen *Kinky Boots*, *Adrian Mole - the Musical*, *Once*, *Priscilla Queen of the Desert* and *Made in Dagenham* on stage in Hornchurch. **Productions toured** include *The Crucible*, which undertook a 5 month tour, and a major revival of *Kindertransport* produced in an innovative international partnership with Les Theatre de la Ville de Luxembourg. QTH has long established **producing partnerships** with the New Wolsey Ipswich and Derby Theatre, and has successfully co-produced with the National Theatre, Lee Dean, Central School of Speech & Drama, Selladoor Productions, Hull Truck Theatre, Oldham Coliseum & Salisbury Playhouse.

QTH offers a wide range of life enhancing **workshops & classes** for people of all ages – working with more than 32,000 participants each year & recently celebrating 30 years of Youth Theatre. QTH is Theatre partner to the National Theatre for **Public Acts**, which creates extraordinary acts of theatre and community, producing the European premiere of the musical adaptation of *As You Like It*, which saw 149 participants from across London's diverse communities experiencing a life changing performance on stage.

QTH is a leading member of Theatre Nation, making theatre with and for under served audiences, and has toured the National Theatre's *The Curious Incident of the Dog in the Night-Time*, *Jekyll & Hyde* and *Shut Up, I'm Dreaming* into Havering & Essex schools.

QTH talent development programme, **Outer Limits**, connects with regional professional artists, reaching 1,700 each year, now internationally too through **Future Laboratory**, in partnership with 12 European theatres. **Essex on Stage** is QTH's ambitious programme championing positive notions of Essex & raising aspirations for working class artists, made possible through the 2018 Clothworkers' Foundation Theatre Award, launched with the regional premiere of David Eldridge's *In Basildon*.

Situated in the borough with the 4th lowest arts engagement in London, and as the 11th fastest changing in the country, QTH secured £1 million of Creative People and Places funding towards **Havering Changing**, a partnership of 8 local organisations engaging local people in culture. QTH is leading new local cultural education and creative health voluntary sector partnerships. Each year an astonishing 45% of QTH's audience are **new to the Theatre** and 61% are from under served areas.




As a much loved registered charity, QTH receives **regular funding** from London Borough of Havering and Arts Council England (recently securing a vital uplift). This is alongside increasing support from a generous range of supporters. Recently QTH delivered **QNew**, a £1.3 million pound capital transformation project, the first in 40+ years, creating vital new spaces with access at their heart.





Queen's Theatre Hornchurch  
Billet Lane  
Essex  
RM11 1QT

Box Office: 01708 443333  
[www.queens-theatre.co.uk](http://www.queens-theatre.co.uk)

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