



**KINGS**  
THEATRE



**JOB PACK**

# CASUAL JOB PACK

The Kings Theatre is a high-profile south coast theatre with a serious commitment to providing an outstanding audience experience for all.

## Who we are

The Kings Theatre - An independent and iconic Edwardian theatre at the heart of Portsmouth

## Purpose

Entertaining: Engaging: Enriching

## Our Mission

To be a relevant and innovative creative, cultural and entertainment hub recognised as a national and regional centre of excellence for the performing arts.

## Our Personality



Creativity enriches lives and guides us in how we work and what we deliver. We inspire, enable and celebrate creativity by offering a wide variety of opportunities to participate and experience theatre.



We are a place where all belong and feel welcome. We engage with many through our shows, community activities, inclusive practices, arts academy, education and outreach programmes.



We are committed to keeping our theatre vibrant and continually evolving for audiences of the future by making it commercially productive, financially stable, environmentally conscious and accessible.



We are committed to delivering excellence. We strive for the highest standards in whatever we do to make great experiences for all that visit and work with us.



We are trusted custodians of this nationally significant theatre and its rich documented heritage. We are committed to maintaining, preserving, and improving the fabric of the building and its history for generations to come.

# HOW TO APPLY

To apply please complete the [Application form](#) and send it to [recruitment@kingsportsmouth.co.uk](mailto:recruitment@kingsportsmouth.co.uk)

## Accessible Recruitment

Please see our applications in alternative formats:

[LARGE PRINT](#)

[DYSLEXIC PRINT](#)

We are committed to providing an accessible recruitment process for all candidates therefore if you have any additional requirements, please contact us [recruitment@kingsportsmouth.co.uk](mailto:recruitment@kingsportsmouth.co.uk)

If at the Interview stage, you require any adjustments please discuss these with us following the invite to interview.



# ADDITIONAL INFORMATION

**Hours:** Due to the nature of the business the working hours vary. Please refer to the advert for more information.

**Holiday:** Full annual holiday entitlement in any holiday year is 6 weeks, subject to a maximum of 30 days. (Pro-rata depending on hours worked.)

Your holiday entitlement will be calculated dependent on the hours that you work and is equivalent to 13.04% of an hour for each of the hours worked.

**Benefits:** Kings Membership

10% discount at the Kings Theatre Bar

Ticket offers (Complimentary and/or discounted)

Soft/hot drinks while on shift

Eye care vouchers

Pension Salary Sacrifice

Cycle to Work

Local offers including 10% discount at Wagamama (Gunwharf) and The Vaults (Albert Road)

# GDPR PRIVACY NOTICE FOR APPLICANTS

At The Kings Theatre we take privacy very seriously and are have reviewed all our records and processes to ensure that we are fully meeting the data protection standards introduced by the General Data Protection Regulation (GDPR) on 25 May 2018. We are registered as data processors with the Information Commissioner's Office (ICO).

As part of our candidate application and recruitment process the Kings Theatre collects, processes and stores personal information about you.

## **Why do we collect your personal information?**

In order to manage your application, we need to process certain personal information about you. We only process your information as necessary for the purposes of progressing your application or as required by law or regulatory requirements,

## **What information might we hold?**

- Personal details i.e. name, address, date of birth, National Insurance number
- Details of your skills, qualifications, experience and employment history
- Right to work in the UK compliance details
- Age, diversity (i.e. gender, disability), nationality
- Employment/character references
- Interview notes

## **Who do we share your personal information with?**

- Those employees who would have managerial responsibility for you or are acting on their behalf
- The HR Department
- Employees or third parties involved in the interview process

## **How do we protect your information?**

HR adhere to processes and procedures of data storage in order to protect personal data stored in electronic or paper form securely. Personal Data is only retained for the periods of time specified below and then destroyed:

- Unsuccessful applicants - 6 months
- Employees - duration of employment plus 6 years
- Senior Executive records (the Theatre's definition of Senior Executive are Directors and the Operations Board) – permanently

## **Your Rights**

You are entitled to see the information the Theatre holds about you. You can also request changes to be made to incorrect information. You can ask for information to be deleted or blocked if you legitimately think that the theatre shouldn't be processing that information, or is processing it incorrectly.

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with your line manager in the first instance or the Data Protection Officer – this role is held by the HR Manager. This does not affect your right to complain to the Information Commissioner's Office (ICO).

# SHOWS AT THE KINGS THEATRE

