Working at The Courtyard

You will be working in a vibrant and busy arts centre which is open to the public 6/7 days a week, including bank holidays. The Courtyard's programme of work covers live shows (drama, comedy, dance, music, children's shows), our own annual pantomime, film, visual arts, a thriving youth theatre, a wide range of courses and classes for all ages and work throughout Herefordshire as part of our outreach programmes. The Courtyard houses a 400-seat main house, 120-seat studio, gallery spaces, rehearsal and meeting rooms and a large cafe bar. We are also host to several resident organisations – The Music Pool, 2Faced Dance Company, DanceFest and the Alloy Jewellery Workshop. The Courtyard is also very much a community arts centre and we host a range of performances and festivals by local organisations and groups.

The Courtyard is committed to a comprehensive policy of equal opportunity in employment, in which individuals are selected, trained, appraised, promoted and otherwise treated purely on the basis of merit, skill and ability.

Details of our terms and conditions of appointment will be given during the recruitment process, but in summary, the following apply:-

Hours of Work: Full-time staff work 40 hours per week, exclusive of breaks. Depending on the nature of your role your hours of work may fall into shift patterns covering evenings, weekends and bank holidays. We have a large number of part-time and casual staff and offer flexible working, where possible.

Annual Leave: Holiday entitlement for full-time permanent staff ranges from 20 days to 25 days depending on length of service, plus the normal bank holidays. The Courtyard's annual leave year runs from 1 September to 31 August.

Probation Period: All appointments are subject to receipt of satisfactory references, qualification verification and proof of entitlement to work in the UK. All staff are subject to a probationary period, which is normally six months.

Notice Period: Our normal notice period is 1 calendar month, 2 for managers, 3 for leadership team members.

Pension: The Courtyard operates both the Government's NEST (auto enrolment) and its own contributory pension schemes, and all new staff will be provided with information about joining. Employees joining The Courtyard's own scheme also receive the benefit of the company's life assurance scheme.

DBS Checking: Some staff will be required to undergo a standard or enhanced DBS check, depending on the nature of their role.

The Courtyard offers the following benefits to staff:-

- Complimentary tickets to shows and films
- On-site car park
- A staff card for use in The Courtyard's Café Bar
- A range of wellbeing activities