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, lounge and restaurant. We are also host resident organisation 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: Casual work is offered on an as-and-when required basis depending on the activities in the building and shifts cannot be guaranteed.

Pay and Annual Leave: Casual staff are normally paid at the applicable National Minimum and National Living wage rates plus an element to cover annual leave.

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 a contributory pension scheme in respect of your employment and all staff are automatically enrolled into the scheme once they meet the qualifying criteria. Full details of these criteria, the benefits and the conditions are available from The Courtyard's pension advisor once employment has commenced. Contributions are as defined by the Government's Pensions Regulator. Staff may choose to opt out of the 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
- Food and drink discounts
- A range of wellbeing activities