

# ICON



# GHOST SHIPS

**Backstage Team Member**  
(Paid Work Experience)

**Job Pack**

## Introduction

Thank you for your interest in the post of Backstage Team Member (paid work experience) at Icon.

This paid placement is part of Icon's Incubator programme, and there are two of these roles available.

This pack includes:

- information about Ghost Ships and Icon Theatre
- a job description
- a person specification
- information about how to apply

If you have any feedback or questions about this recruitment pack or require it in a different format, please let us know by contacting [hello@icontheatre.org.uk](mailto:hello@icontheatre.org.uk).

If you would like to have a chat about this role in more detail, please email Senior Producer, Jemma Robinson: [jemma@icontheatre.org.uk](mailto:jemma@icontheatre.org.uk)

Thank you for reading this pack and, if you decide to apply, we look forward to receiving your application by **Sunday 30 June (midnight)**.



“A sharp, impeccably performed piece of theatre ...simply terrific.”  
**The Times**



## About Ghost Ships

'Ghost Ships' is major new community dance-theatre production being staged in collaboration with Olivier award-winning **ZooNation: The Kate Prince Company** and **Amina Khayyam Dance Company**.

Directed by Icon's Artistic Director, Nancy Hirst and performed in the fortieth anniversary year of Chatham Dockyard's closure, 'Ghost Ships' explores the waters that connect past with present, borders with belonging, and people with place, looking at the impact of the Dockyard from its involvement in slavery and abolition to the loss and legacy of its 1984 closure and beyond.

Inspired by newly uncovered research from people working at the Dockyard in its final days, 'Ghost Ships' has been made with the communities of Chatham and features an ensemble of over 150 young people, residents and professional dancers performing together live on stage.

Typical of Icon's theatre productions, 'Ghost Ships' will be staged in an immersive format and will see us build a 500-seat auditorium in a monumental former boathouse.

## About Icon

Icon is an award-winning Kent-based theatre and participatory arts charity. We push the boundaries of where theatre happens, who it is for and how it can help people and places to grow.

Communities and young people collaborating with professional artists in active and equal partnership is at the heart of everything we do, be that making large-scale, outdoor and promenade theatre productions, running our award-winning young people's programme, or our ongoing participatory theatre programmes in schools, drop-in centres and criminal justice settings. Icon supports artist development across the theatre sector with a generation of professional artists who are highly skilled in working with local communities.

Each year, we are co-commissioned with other locally based arts companies to create a much-loved interactive Christmas show for early years children that is performed at The Brook Theatre in Chatham.

In 2022, we celebrated our twentieth anniversary and were selected to join Arts Council England's National Portfolio alongside some of the country's leading arts organisations.



"Icon has achieved something remarkable...this is a theatrical treat"  
**The Stage**

# ICON



Photography throughout: Roswitha Chesher, Simon Kelsey, Manuel Vason.

## About Incubator programme

These paid placements are part of Icon's Incubator programme, designed to create a stepping stone and useful opportunity for those wanting to pursue a career in the theatrical industry.

In the past year, Incubator has provided careers advice, mentoring, backstage and technical training for groups and individuals, nurturing the next generation of theatre makers.

This particular role and opportunity offers experience to be hands on and directly involved in our large-scale production Ghost Ships, working backstage and alongside our creatives and stage management team.

## What sort of people work with Icon?

We are looking for a person who shares our mission, vision and values. As part of our team, you will be conscientious, proactive and reliable in your approach to work and have a willingness to adapt to changes and conflicting demands.

### Mission

Icon's charitable mission is:

1. To transform disadvantaged lives through theatre and participatory arts.
2. To strengthen communities through engagement in creative programmes.

### Vision

Our vision is of a society where socially excluded communities and young people are empowered by world-class theatre. We believe in democratising the arts, ensuring that everyone has access to the transformative power of creativity.

### Values

- **Quality:** we do the highest quality work possible. We set our own quality frameworks for processes, projects and productions and deliver to the highest standards.
- **Respect:** we value the dignity and worth of all individuals. We treat everyone with respect and make certain that everyone working with us can make a valued contribution.
- **Pride in the Icon Process:** Icon co-creates its projects and productions, placing the voices of participants at the heart of our design and delivery. We are confident about this process. We recognise that other artists and theatre-makers do not always work in this way or have experience in doing so.
- **Genuine Collaboration:** we are only as strong as our partners - we embrace working with others positively.

- **Integrity:** we are honest and truthful in our work. We act in accordance with the applicable law and avoid placing ourselves under any obligation to people or organisations that might try to influence us in our work. We declare any interests and manage conflicts appropriately.
- **Equality:** we recognise the entitlement of all individuals to be treated equitably and to work in an environment free from harassment, physical and verbal abuse, threats, or intimidation.
- **Sustainability:** we are always aware of our impact on the environment and work to minimise this.



## Job Description

<b>Job Title:</b>	Backstage Team Member x 2 (Paid Work Experience)
<b>Line Manager:</b>	Creative Engagement Manager
<b>Reports to:</b>	Stage Manager

### Purpose of job

The Backstage Team Member will play a vital role in supporting all aspects of a backstage during production week.

They will work closely with the Stage Manager to enable the successful staging of 'Ghost Ships'.

The Backstage Team Member will be a committed and flexible individual with a strong interest in backstage theatre. They will be able to demonstrate initiative and work well independently as well as collaboratively with a team of people

This role would suit a student or recent graduate with a strong interest in theatre, or an individual who is pursuing a career in the theatre industry.

**Please note:** evening and weekend work is an essential part of this role.

### Responsibilities

- Supporting the stage management team with site, event and logistical preparations as required.
- Supporting the stage management team with the preparation of the performance and backstage spaces, keeping all areas safe and tidy.
- Assisting the stage management team with updating any relevant Risk Assessments for the performance spaces. When required, supporting the implementation of Health and Safety procedures.
- Assisting the stage management team in marking up rehearsal and performance space, as required by the Co-Directors and Choreographic team.
- To assist with the making, sourcing and providing of props, furniture and dressing in accordance with the Designers and Directors requirements.
- To assist in the smooth running of all rehearsals and performances.
- To ensure all requests and concerns from the cast are dealt with.
- To adhere to the Theatre's Health the Safety Policies, according to current legislation and specific Theatre policy.
- To undertake any other duties which may be reasonably required by the stage management team.



## Conditions of Work

<b>Contract</b>	<b>Saturday 21 – Saturday 28 September</b>
<b>Pay</b>	£450 inclusive fee
<b>Probationary Period</b>	NA
<b>Hours</b>	Based on rehearsal times and show call times, determined by the production schedule.  Note: weekend and evening work will be required due to the nature of the role.
<b>Place of work</b>	The Historic Dockyard Chatham, Main Gate Road, Chatham ME4 4TZ

**Note: Icon's office is 45-minutes by car or train from Central London.**



## Person Specification

- Fair, generous and approachable individual who is inspired about how we work.
- Understand that the production will have a cast made up of up to 200 people, made up of professional dancers, community participants, young people and a community choir. With this in mind have the ability to communicate with a variety of people.
- Positive can-do attitude.
- Ability to work to deadline, with strong time management skills.
- Ability to work calmly under pressure and problem-solve.
- Ability to take instruction and confidently ask necessary questions.
- A demonstrable interest in the theatre and participatory arts.
- It would be beneficial if you can drive and/or have access to a car.

## How to Apply

To apply, please read through the information and guidance notes provided in this pack.

1. Send your CV with a covering letter outlining your suitability for the role and telling us how your skills and experience makes you an exceptional candidate. In your application, please make sure you show us how you would bring the skills, knowledge and experience outlined in the person specification to this role.
2. Complete this equal opportunities monitoring form:  
<https://uk.culturecounts.cc/s/5vwyos>

Please email your application to Sarah Chiswell-Hornett, Creative Engagement Manager: [hello@icontheatre.org.uk](mailto:hello@icontheatre.org.uk)

- **Closing date for applications:** Sunday 30 June 2024, midnight
- **Notification of interview:** Thursday 4 July 2024
- **Interviews:** Tuesday 9 or Wednesday 10 July 2024 (interviews being held across both dates)
- **Contract begins:** Saturday 21 September 2024

## Theatre by, for and with everyone

Icon is an inclusive organisation and an equal opportunities employer. We believe diverse teams enrich the theatre we make, embolden our creativity and strengthen our communities.

At Icon, all employees, artists and freelancers are valued, respected and provided with an inclusive environment where their contributions and individuality are recognised and celebrated.

Our aim is to create a diverse and inclusive working environment which reflects the diversity of Medway's communities, both on and off the stage. We are also committed to using theatre to address inequality by telling diverse stories and by supporting a new generation of diverse theatre-makers.

Icon is dedicated to making diversity, equity and inclusion part of everything we do – from how we make theatre to how we recruit. We recognise we have more work to do in this area and have committed to accelerating the pace in which we make change from 2023 to 2026.

