



Theatre Arts Action Trust (TAAT)

Headgate Manager

Basic Terms & Conditions of employment

This summary is given as a guide and is not intended to form part of an individual's contract of employment.

Salary: In the range of £26,000 to £28,000 p.a. dependent on experience and qualifications

Place of work: Headgate Theatre, 12-14 Chapel Street North, Colchester CO2 7AT

Contract Type: Permanent

Hours per week: 35 hours per week to be worked flexibly. There will be a requirement to work some evenings and weekends.

Annual Leave: 25 days excluding public holidays (3 days to be taken between Christmas and New Year)

Pension: The Headgate offers employees a contributory pension savings arrangement in accordance with the Government's auto-enrolment programme

Probationary Period: For the benefit of both parties, the first six months will be treated as a probationary period with one month's notice by either party.

Notice Period: Two calendar months' notice will be required following successful completion of the probationary period, except in the case of gross misconduct when summary dismissal applies in accordance with the disciplinary procedure.

Other: The postholder will be expected to live within easy reach of Colchester and be able to attend the Headgate out of hours in the case of emergencies.

An enhanced DBS check will be required.