

Theatre Manager

Progress Theatre are looking for a forward-thinking, organised, and enthusiastic Theatre Manager to provide administration support for 8 hours a week. This will be a 1-year contract, to be reviewed at the end of that period.

Application deadline: 15th May

Main tasks:

- Assisting with grant applications on behalf of the theatre
- Searching for and following up on other funding sources including sponsorship and donations
- Reviewing and updating the theatre's data collection and storage policies, ensuring GDPR compliance
- Reviewing, updating and publishing documentation relating to processes and policies, working closely with the Theatre Trustees
- Keeping a calendar of policy renewal dates, and liaising with Trustees to ensure regular review of these policies
- Investigating marketing opportunities in coordination with the theatre's Marketing Manager, including expanding the reach of the theatre's youth group
- Work with the Youth Group Leaders to ensure smooth running of the groups
- Assisting with any other administration needs that might arise

What we are looking for:

Essential

- Good computer skills, including use of Microsoft Office Word and Excel
- Self-motivated
- Excellent communication skills
- Excellent organisation skills
- Common sense and problem-solving abilities
- Experience of completing grant & funding applications
- Basic understanding of charity governance
- Experience of working in an office or administrative environment

Desirable

- Knowledge of theatre and/or the arts
- Knowledge of data privacy and/or GDPR
- Charity experience
- Marketing experience
- People management experience

The Theatre Manager will report into the Trustees under the supervision of the Chair. This is a flexible, home-based role and the Theatre Manager needs to have access to a computer and an internet connection. They will be required to attend evening meetings once or twice a month, and some travel to the theatre will be required on occasion.

The Mount, Reading, RG1 5HL | enquiries@progresstheatre.co.uk www.progresstheatre.co.uk |
0118 384 2195

Remuneration: £24,960 to £31,200 pro rata (£4,992 to £6,240 actual) dependent on experience. Holiday entitlement: 5 days per annum

For any questions or to apply for this role, please email chair@progresstheatre.co.uk. Applications should include a CV and cover letter detailing your suitability for the role.