

PROGRESS THE TRE

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: Wednesday 24th August 2022

Main tasks:

Progress Youth Theatre

- Line manage the freelance drama facilitators including contracts, payments
- Manage the financial planning for PYT including budgeting, setting fees
- Manage any course accreditation (currently LAMDA exams and Arts Award supporter)
- Manage the PYT members database and GDPR issues
- Manage any Summer Workshops including marketing, booking forms, budgeting.
- Support the marketing of the youth theatre in collaboration with the Youth Liaison, particularly groups with lower numbers including schools' mailings.

Fundraising

- Manage and drive the fundraising strategy with the Management Committee
- Research and submit relevant grant applications on behalf of the theatre
- Support the Management Committee in other funding sources including sponsorship and donations

Board of Trustees

- Support the Trustees when needed with meeting charity statutory requirements; reviewing and updating documentation relating to processes and policies; and the theatre's data collection and storage policies, ensuring GDPR compliance.

Bookkeeping and Marketing Support

- Support the Treasurer and Members of the Management Committee when needed to help with the smooth running of the theatre.

What we are looking for:

Essential

- Good computer skills, including use of Google Workspace and Microsoft
- Self-motivated
- Excellent communication skills
- Excellent organisation skills
- Common sense and problem-solving abilities
- Experience of completing grant & funding applications
- Experience of working in an office or administrative environment

Desirable

- Knowledge of theatre and/or the arts
- Understanding of charity governance
- Project Management experience
- Experience of activities involving young people
- People management experience
- Knowledge of data privacy and/or GDPR

Role

Salary: £31,200 pro rata (£6,240 per year)

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.

To apply please send a cv and covering letter making reference to the personal specification to manager@progresstheatre.co.uk.