

A photograph of a theatre interior. The foreground is filled with rows of red upholstered seats. In the background, a stage is illuminated with bright blue spotlights. The stage floor is covered with a pattern of light and shadow. The walls of the theatre are made of wood, and there are balconies on the sides. The overall atmosphere is dramatic and professional.

Candidate information for

Theatre Manager

October 2025

Hurst



“Pupils of all ages
appear happy, healthy
and active and they
are very positive about
their school.”

Independent Schools Inspectorate



Hello + Welcome



Welcome from the Head of College

Hurst is a wonderful place to work and to live. We have a clear sense of our educational values, which underpin our vision for the future. Our mission and purpose as staff is based on a wholehearted commitment to ensuring that every pupil experiences an outstanding all-round education. Through this educational experience we seek to prepare the children in our care for life beyond Hurst.

Our educational philosophy is about far more than just exam grades; a Hurst education is genuinely holistic and rounded. We believe that pupils develop through a full-on engagement with every aspect of school life, whether in the classroom, in boarding and day Houses, or in sports teams, choirs, orchestras, casts, activity sessions, DofE groups and so much more. As such we seek to recruit staff who not only buy into this culture, but who will actively support and coach the pupils in these areas, as well as be role models for the Hurst values in the way that they lead their own lives.

In the same way that we care about the personal development of every single pupil, we also care about the development—personal as well as professional—of every member of staff.

This requires a significant degree of commitment, and it comes with huge rewards for those who embrace the challenge.

Before you even reach for the application form, I hope that you get a strong sense that being a member of the Hurst community is very much a way of life—not just for the pupils who attend Hurst, but also for the talented, inspirational and dedicated staff who work here. It's more than just a job. It's a vocation. If that appeals to you, then we would love to hear from you and I look forward to meeting you here at Hurst.

Dominic Mott

An Introduction to the College

Hurstpierpoint College is one of the country's leading HMC co-educational schools and has a reputation for ensuring that every pupil experiences an outstanding all-round education that prepares them for life.

The College comprises a Sixth Form, Senior School, Senior Prep and Junior Prep with 1,300 pupils in total. Over half the pupils in the Senior School are boarders (weekly or flexi). Hurst is a significant medium-sized enterprise in Mid Sussex with around 480 employees and an annual turnover of £35 million.

What particularly strikes visitors to the College is the vibrant dynamic of our community. Situated within a 100-acre campus, surrounded by beautiful countryside, Hurst lies on the border of the South Downs National Park, close to the village of Hurstpierpoint in West Sussex.

This superb location is also just 20 minutes from the city and beaches of Brighton and Hove, whilst London train stations can be reached from Hassocks or Haywards Heath in under an hour.

The central campus is thoughtfully laid out and planned with zones for the Academic, Co-Curricular and Pastoral

areas of school life. These all lie at the centre of a superbly equipped broader campus.

Hurst has an excellent academic track record and the vast majority of pupils go on to Russell Group universities including Oxford, Cambridge, and various London Universities, as well as large numbers to Exeter, Bristol and Durham.

Founded in 1849 by Nathaniel Woodard, Hurst is a Church of England College. The Christian ethos underpins College life but we are a diverse community; we welcome those of other faiths, or no faith, and pursue an inclusive approach in all that we do.

The College is a co-sponsor, together with the Diocese of Chichester, of the Hurst Education Trust, a local multi academy trust. The Trust currently has nine local primary schools, and continues to grow.



Superb facilities

The College has invested heavily in campus developments, including substantial new academic and sports facilities, in addition to an extensive programme of day and boarding house refurbishments.

Major developments have included the New Bury Theatre which opened in 2018, Pelican House in 2020, two new science laboratories in 2021, a complete overhaul of the College's catering facilities—completed in 2022—and an extension to Eagle House and refurbishment of Woodard House in 2023.

The College's new swimming pool opened this term, in September 2025.

Future planned developments include upgrading our boarding house facilities, alongside the continued programme of refurbishing the College's existing facilities.





The Department

The New Bury Theatre, which opened in 2018, sits centrally within the College campus.

The Theatre is a versatile performance space of professional specification. It can seat audiences of up to 331 people and the stage is suitable for a cast of up to 80. The Theatre boasts a large, modern entrance foyer with its own bar and space to seat 50 people. The Theatre is part of the wider Performing Arts Department at Hurst, which includes Drama, Dance and Music.

Drama is a popular and thriving part of the curriculum at Hurst. Pupils are keen to participate in, support and contribute to Drama events. All pupils in Key Stage 3 (ages 11 to 14) study Drama as a discrete subject and Drama has become one of the most popular subject options at both GCSE and A-level.

Many Hurst students pursue Drama at university or professionally accredited acting schools, and performers have won places with RADA, GSA, Bristol Old Vic, The Royal Central School of Speech and Drama, and the Liverpool Institute for the Performing Arts. The Drama Department runs a full range of support workshops in order to prepare students

for successful applications, interviews and auditions. Students can also work towards their LAMDA examinations, facilitated by a range of specialist tutors.

There is great enthusiasm across the school campus for Drama. Pupils of all ages are encouraged to take an active part at every level of performance and production, and opportunities are given for students to direct their own productions, supported by the teaching and technical staff.

The Drama Department also runs Hurst Stage, a five-day Musical Theatre Summer School at the end of July, for children age 9 to 18.

The Drama Department is fortunate to operate within exceptional facilities. Along with the New Bury Theatre, which is used for performances, the Department have a fully equipped, black-box studio for academic Drama teaching, learning and performance. The studio benefits from excellent lighting and sound facilities with a separate technical control box, office, kitchen and a LAMDA classroom.

Responsibilities

Reporting to the Director of Co-Curricular Drama, the principal responsibility of the Theatre Manager is to ensure the smooth operation and organisation of the Theatre.

Specific Duties

Managing the theatre diary in conjunction with the Director of Drama

Opening and locking up the theatre and drama studio as required

Remain on site to ensure the security and smooth running of the Theatre, including weekends and evenings when necessary (as this cover will be shared with the Technical Stage Manager)

Day to day management of the Technical Stage Manager and Technical Theatre Gap Student

Production and control of the annual budget and, in conjunction with the Technical Manager, procurement and maintenance of equipment for performances

The maintenance and preparation of all performance areas across the campus

Management of a small number of pupils assisting with technical requirements for productions

Assisting with teaching technical theatre skills as part of the GCSE and A-level Drama courses – requiring management of a small group of pupils at times

Assisting Technical Stage Manager in setting up for, and clearing up after, performances

Ensure the implementation of health and safety guidelines, fire precautions and safe working practices

Ensure that a satisfactory booking procedure is in place for the maximum utilisation of the premises

Manage the online box office and ticketing system for all theatre productions

Arrange for hire of casual technicians to assist during times of high workload



External Bookings

Contact local companies to promote the booking of the New Bury Theatre

Act as a point of contact for all potential external hirers

Give tours to potential hirers

Promote the use of extra facilities

Pricing for bookings – adjusting prices yearly with the CFO and COO

Organise the calendar and maximising possible hires to increase revenue for the College

Be a point of contact for all theatre hires

Associated admin for hirers/ bookings

Ensuring hirers are suitable for the College

Delivering the requested aspects of a hire and staff appropriately

Ensure a Hurst presence of some level (depending on package selected by hirer) for all external lets

Ensure that all external hirers are notified of all venue health and safety practices

Manage the invoicing of external hirers



Technical Management

Work with Technical Manager to provide technical support for all internal Drama, Dance and Music productions, with a bias towards sound engineering

Liaising with directors to discuss requirements for performances

Equipment procurement from hire companies and scheduling hires (as applicable), plus purchase of equipment within budgetary limits

Designing plans and rigging equipment accordingly

Programming technical effects in advance of the show

Oversee the operation of all technical equipment during performances

De-rigging equipment

Work with student technicians where necessary and assist in their training

There is the opportunity to teach Technical Theatre to pupils as part of this role. This would be considered for the right candidate, depending on experience and interest

Work as lighting/sound designer on select productions

Attendance of select rehearsals

Create lighting/sound designs through liaising with directors

Prepare and program lighting/sound ahead of technical rehearsal

Oversee the maintenance of the Theatre and equipment and, with assistance from the Technical Manager, perform essential maintenance tasks in the New Bury Theatre and Drama Studio, as necessary

Provide technical support to other areas of the school when theatre equipment is required e.g. Speech Day, Sports Day, workshop classes, music events etc.

Your Benefits



Membership of the College's contributory pension scheme with The Pensions Trust. The College will double the employee's pension contribution up to 7.5% (i.e. the maximum total contributions will be 22.5%).

Free dining and refreshment facilities during term time.

Extensive professional development programmes, together with career opportunities across the College and Hurst Education Trust.

Free use of extensive sports and leisure facilities.

Comprehensive health and wellbeing offering including an on-site mind clinic, wellbeing MOTs, Employee Assistance Programme and Chaplaincy.

Contributory BUPA Health Insurance.

Electric Vehicle Scheme.

Cycle to work scheme.

Social calendar of events.

Free on-site parking.

How to Apply



The application process

Please visit hppc.co.uk/about-us/careers-at-hurst to submit your application.

For an initial informal conversation about this role, please contact Victoria Foster, Talent Acquisition Manager at Hurst, on 01273 836562

Information



Further information

For further information please see our website at hppc.co.uk/about-us/careers-at-hurst

Terms and conditions

The salary will be competitive and reflect the importance of the role as well as the experience and qualifications of the successful candidate.

Applications will be considered as they are received.

Safeguarding and equal opportunities

Hurst is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to an enhanced DBS disclosure, the receipt of satisfactory references, the College's pre-employment medical questionnaire, relevant original ID documentation and examination certificates. The College understands that a robust, fair and transparent recruitment and selection policy plays a central role in achieving this aim. Our full equal opportunities policy is available in the Policy Documents section of our website.
