

# JOB DESCRIPTION

## Theatre Manager



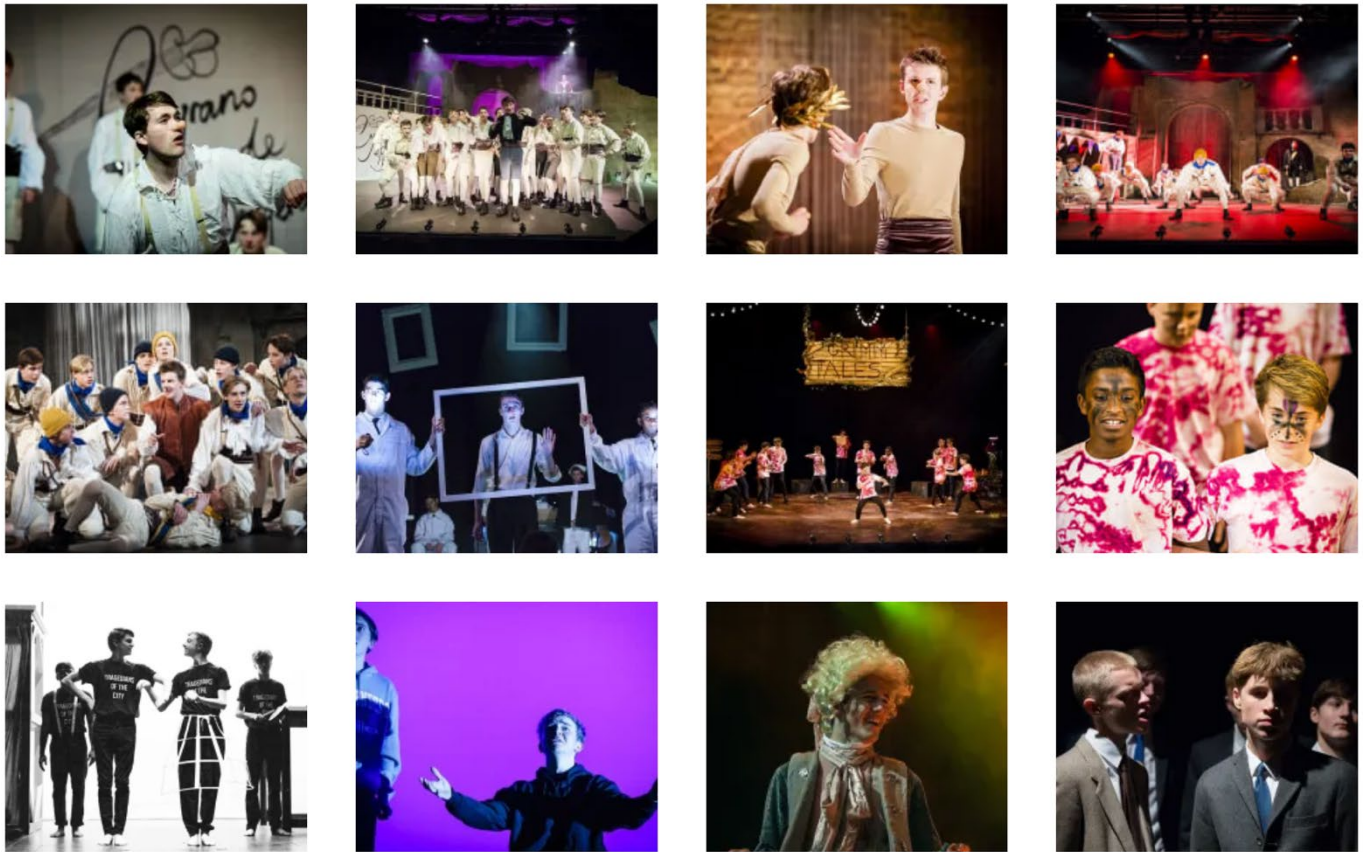
DEPARTMENT:	Ryan Theatre
REPORTS TO:	Director of Drama
RESPONSIBLE FOR:	Theatre design team x3, Technician, Ryan Theatre Administrator and freelancers.
Working Pattern:	40 hours per week, all year round. To be worked flexibly according to the needs of the Ryan Theatre, including evenings and weekends.
Date of Issue:	August 2025

## BACKGROUND

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### The Department

Harrow School is immensely proud of its drama programme, and the opportunities it offers its pupils to develop performance and production experience. Harrow's thriving theatre scene has inspired many former pupils to develop successful careers in the fields of arts and entertainment. The School's Ryan Theatre is equipped to industry standards, and seats over 300 at stalls and balcony level. In addition to Drama teachers, the department comprises six technical, creative and administrative staff who mentor pupils in production, design and technical aspects of theatre-making. Pupils stage-manage and crew all shows.



### Curricular and Co-curricular opportunities

The department stages around twelve full-scale productions each year, encompassing a wide variety of styles. All boys in their first year at the School follow an introductory taught course in Drama. Boys can opt to study GCSE and then A level Drama in subsequent years. Every boy performs during their first term at the School in the annual Shell Drama Festival, and there are regular opportunities for boys to mount their own creative projects. The department runs regular theatre trips to London, and hosts workshops and lectures from leading practitioners. The School offers Drama Scholarships to pupils demonstrating outstanding commitment and potential as performers, practitioners or technicians, and who exhibit skills relating to the department's core values: ensemble, empathy, clarity and discipline.

We encourage you to find out more about Drama at Harrow, and to browse a gallery of recent production images at the School website here: <https://www.harrowschool.org.uk/learning-2/arts-and-culture/drama>.

### Partnerships and Community

The department runs a developed programme of partnership and outreach work. Community groups regularly make use of theatre facilities, and the department mounts a series of projects in which pupils collaborate with peers from partner schools. Managed in partnership with Shakespeare's Globe Theatre, the Jeremy Lemmon Project enables pupils from Harrow and local partner schools to work together with mentoring from the Globe's actors, and with annual performances on its stage. In April 2022, as part of the School's 450<sup>th</sup> anniversary celebrations, the department staged a major production of Benjamin Britten's *Noye's Fludde*, bringing together more than 150 performers from ten schools and community groups in the London Borough of Harrow.

### The School

Harrow School is one of the world's most famous schools. Founded in 1572 by a local yeoman farmer, John Lyon, under a Royal Charter granted by Queen Elizabeth I, it is located on a 324-acre estate encompassing much of Harrow on the Hill in north-west London. Around 830 boys aged 13 to 18, who come from all over Britain and across the world, live in the School's 12 boarding Houses, and there are about 120 teaching staff and over 500 non-teaching staff. All members of staff work to a single, unifying purpose: to prepare boys with diverse backgrounds and abilities for a life of learning, leadership, service and personal fulfilment.

## THE ROLE

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To take overall responsibility for the daily operation and supervision of the Ryan Theatre, ensuring it is well-managed, safe, and supportive of high-quality creative work by staff and students.

The Theatre Manager will play a central role in managing the planning, coordination and technical delivery of the Ryan Theatre programme. The post holder will manage all production requirements in the theatre and ensure production equipment and spaces are well maintained, meeting health and safety and legislative requirements.

The Theatre Manager will also line manage all production support staff (including technical contractors) operating in the Ryan Theatre.

## KEY RESPONSIBILITIES AND DUTIES

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This job description reflects the core activities of the role and is subject to change as the department and the post holder develop. The School expects that the post holder will recognise this and will adopt a flexible approach to work. In addition, the post holder will be expected to undertake other duties within the scope of the role that the Director of Drama may require.

### Production and project delivery

- Oversee the day-to-day scheduling of theatre spaces, ensuring teaching, rehearsals, and production needs are consistently met.
- Work with the Director of Drama to plan and manage capital expenditure, including bids, approvals, purchasing, and liaising with the finance team.
- Monitor and maintain financial records, ensure timely payment of invoices, and manage procurement of equipment.
- Oversee front-of-house coordination and theatre bookings, in partnership with the Director of Drama.
- Manage production budgets, maintain detailed expenditure records, and generate reports for individual events.
- Assist with the construction and oversight of the annual theatre budget.
- Remain up to date with relevant legislation and theatre industry best practices, ensuring compliance and quality across operations.

### Leadership and Line Management

- Lead the day-to-day operations of the Ryan Theatre.
- Line manage permanent and freelance theatre staff, nurturing, allocating workload, supporting and developing their work.
- Conducting staff and freelance recruitment, carry out staff appraisals, manage rotas, annual leave requests, absence and TOIL (time off in lieu).
- Run training and briefings for theatre technical staff as required.
- Oversee technical staffing requirements for production schedules and performance events, managing staff hours and maintaining appropriate records.

### Collaboration and Liaison

- Working closely with Harrow School Enterprises Ltd, engage with external organisations and internal departments to manage community or commercial use of the Ryan Theatre during term time and holidays.
- Act as the main point of contact between the School and the Old Harrovian Players (the alumni theatre group), and collaborate with the Harrow Association to facilitate alumni involvement in events and opportunities.

- Provide comprehensive support to the Drama and Music Departments in the preparation, rehearsal, and execution of School productions, concerts, and events.

### Facilities, Equipment and Safety

- Oversee the maintenance, refurbishment, and technical upgrades of theatre and drama facilities, working with the Estates team and external contractors as needed.
- Advise the Director of Drama on equipment purchases, improvements, and repairs.
- Ensure that all performance and teaching spaces meet high safety standards.
- Create and regularly update risk assessments for all productions and events.
- Ensure all health and safety and regulatory documentation is complete and current.
- Supervise inspection processes, including PAT testing and the annual cleaning of equipment.
- Manage the theatre's technical inventory and maintain accurate records.
- Produce standing and event-specific risk assessments and ensure they are reviewed regularly.
- Promote and implement best practice in theatre safety and maintenance across all work areas.
- Take a lead role in organising the designing, rigging, and operating lighting and sound systems for school productions, concerts, and events.

### Stakeholder management

- Oversee education, training and supervision of pupils following technical theatre pathways for curricular drama courses – liaising with the Head of Curricular Drama as required;
- Oversee filming and formatting of drama performance work for curricular purposes – liaising with the Head of Curricular Drama;
- Meet weekly with the Director of Drama to review progress on current projects;
- Attend production, departmental and other School staff meetings as required;
- Maintain excellent communication and collaboration with other internal departments, suppliers and external organisations;
- Undertake any other tasks reasonably requested by the Director of Drama.

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding and Child Protection policies and procedures at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to his/her line manager or the School's safeguarding lead.

This position is subject to an **enhanced** Check with the Disclosure and Barring Service in the event of a successful application. Copies of the School's Code of Practice and Policy on the Recruitment of Ex-Offenders is available from the HR Department.

## PERSON SPECIFICATION – PRODUCTION MANAGER

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All staff are expected to conduct themselves in line with the School's values, which are **Courage, Honour, Humility** and **Fellowship**. Post holders/candidates will be expected to demonstrate the following:

### QUALIFICATIONS, EDUCATION AND TRAINING ESSENTIAL

- An education to GCSE level

- Extensive knowledge of the theatre industry and a thorough understanding of all the creative and technical processes of the theatre.
- Excellent knowledge of and interest in the arts.

#### **DESIRABLE**

- Degree-level training in an aspect of theatre production, or significant professional experience.
- Experience of working with young performers, practitioners and technicians.

### **KNOWLEDGE AND EXPERIENCE**

#### **ESSENTIAL**

- A proven track record of working in a theatre venue at managerial level on artistic events.
- Project management experience.
- Experience in leading and managing technical teams in a variety of disciplines.
- Experience of and an understanding of the importance of managing health and safety issues.

#### **DESIRABLE**

- Experience of managing budgets.

### **SKILLS AND ABILITIES**

#### **ESSENTIAL**

- High level of technical theatre skills, including knowledge of sound and technical equipment
- The ability to lead, develop, coach, support and mentor individuals and teams.
- Excellent and clear communication skills.
- The ability to create a supportive and stretching environment for team members to maximise their potential.
- The ability to manage projects, risk, finances and resources effectively.

#### **DESIRABLE**

- A high degree of computer proficiency.

### **OTHER REQUIREMENTS**

- A flexible approach with the ability to work weekends and evenings.