

Job description

Theatre Manager



Job Title:

Theatre Manager

Salary:

H8 (up to £38k)

Plus casual rate for external shows paid in line with UK Theatre rates

26 days annual leave

Contract:

Full-Time, 37 hours, 52 weeks per year. Flexible to accommodate scheduled evening performances and weekends.

Additional casual contract for external hire bookings paid on top of salary with rates aligned to UK Theatre rates.

The Role:

The Theatre Manager will take overall responsibility for the management, technical requirements and administration of the SandPit Theatre, our professional arts venue.

The core work will be driven by internal school events which take priority in the calendar. External bookings are then crucial to ensure the theatre continues to provide a cultural hub for the wider community.

Main Responsibilities:

The successful candidate will be responsible for (but not limited to) the following:

Management of the SandPit Theatre

- Oversee all theatre marketing and publicity.
- Work with the School Operations Manager to prioritise and manage booking of schools events and productions, oversee the theatre calendar and notify staff of external events and clashes.
- Ensure the theatre is maintained in good working order, including but not limited to, maintained equipment, safe venue, adequately stocked box office and kitchen.
- Ensure that the theatre is 'show ready' for every production and event.
- Ensure that all shows and events are delivered to a professional standard, on time, on budget and in line with all licencing and safety regulations.
- Undertake duty manager responsibilities during evening and weekend events on a rota basis Manage public enquiries.

Technical Management of the Theatre

- Oversee specialist lighting, sound equipment and media systems.
- Lead on sound, lighting and set design for internal productions and events
- Ensure smooth operation of all technical aspects during events including sound, lighting, rigging and stage management.
- Carry out set construction and return to neutral with support of Theatre team
- Audit, maintain and update all theatrical lighting and sound equipment as part of an annual cycle that includes cleaning, repairing, testing and statutory inspections.

Line Management of Theatre Staff

- Line manage the SandPit Theatre team and direct other casual staff as appropriate.
- Support recruitment of staff and oversee staff rotas for casual staff and volunteers .
- Ensure all statutory checks, training and appraisals are undertaken and maintained.

Regulatory, Health and Safety

- Ensure use of the theatre is in accordance with licensing and safety regulations
- Keep up to date with H&S regulations, implement changes in practice as required and ensure current H&S regulations are observed and work is carried out in accordance with these practises at all times.
- Conduct regular reviews of equipment and monthly H&S checks.
- Be the Responsible Person for student and public general safety and represent the Theatre on the H&S Committee.
- Regularly review, update and maintain risk assessments and safe working procedures.
- Ensure that staff H&S training is up to date.
- Ensure any maintenance issues are logged promptly with the Site Team.
- Ensure the safe and proper storage of equipment when not in use and efficient management of props and costume stores.

Finance and Administration

- Work with the School Operations Manager, Theatre Operations Manager and Finance Manager to agree hire and box office fees.
- Oversee preparation and management of the annual Theatre budget and forecast.
- Review on a monthly basis the budget spend report and actuals v budget, providing explanations for variances.
- Liaise with the Finance Officer of the AET Trading Company to ensure that all external hirers' invoices are raised and that payments are received in a timely manner.
- Manage and control stock ordering and sales of the Theatre Café, ensuring it is all correctly accounted for, including regular stock takes.
- Create a prioritised roadmap for proposed future expenditure on both maintaining and enhancing Theatre equipment.

Main Responsibilities:

Student Support

- Foster an interest in the theatre within the student body, running co-curricular activities for technical theatre and opportunities for student volunteers.
- Take an active part in the careers programme promoting Technical Theatre as a viable career choice.
- Assist Drama teachers with day-to-day technical requirements for lessons
- Provide support for other student events such as specialist lighting and set for the Year 11 Prom.

Person Specification:

Criteria	Details	Essential	Desirable
Qualifications and training	Subject specific degree or qualification		✓
	Formal training in Technical Theatre or Production		✓
Experience	Experience in theatre management	✓	
	Experience and proven track record in managing theatre health and safety	✓	
	Experience of working in a school setting and/or teaching technical skills through co-curricular clubs		✓
	Experience of line managing permanent and casual staff		✓
	Experience in managing budgets and forecasts	✓	
Skills and knowledge	Advanced knowledge and use of QLab, etc	✓	
	Skills and experience of programming lighting (Chamsys or ETC)	✓	
	Excellent communication skills, both written and verbal	✓	
	Ability to work under pressure and to tight timescales	✓	
	Confident working at height	✓	
	PASMA tower training	✓	
Personal qualities	Ability to take initiative	✓	
	Strong communicator	✓	
	Passionate about theatre	✓	
	Ability to work independently and as part of a team	✓	
	Motivational and creative leader	✓	



Sandringham School
The Ridgeway,
St Albans,
Hertfordshire,
AL4 9NX

www.sandringham.herts.sch.uk