



Recruitment Information

Production and Programming Administrator

November 2014

- Welcome and information on how to apply
- Job Description & Person Specification
- The Theatre Royal in Brief
- How to find the Theatre Royal

[Please save paper – do enjoy reading the following pages, but please only print what you really need. Thank you]



November 2014

Vacancies at the Theatre Royal

Thank you for your interest in joining the staff at the Theatre Royal. Please find enclosed a job description for the post of **Production and Programming Administrator** and some information about the Theatre Royal which I hope will encourage you to apply to join us. Further information about the Theatre can be found on our website: www.theatreroyal.org

If you would like to be considered for this post, please complete the attached application form and make your application by 12noon, 24th November 2014. It would be helpful if you could also complete the equal opportunities monitoring form. Applications will be accepted by post or e-mail. The application form is available as a Microsoft Word document for you to complete on your computer if you wish, e-mail emma.haley@theatreroyal.org to receive a copy. Please address your application to recruitment at the Theatre Royal, 6 Westgate Street, Bury St Edmunds, Suffolk IP33 1QR.

Good luck and thank you for your interest in working at the Theatre Royal.

Yours Sincerely

A handwritten signature in black ink, appearing to read 'Karen E. Simpson', with a horizontal line underneath.

Karen Simpson
Director

Production & Programming Administrator Job Description



Purpose of post

This role supports with the administration of all areas of production and programming. The role is part time but provides vital support to ensure the smooth operation of a range of activities within the theatre programme.

Responsible to: Finance and Admin Manager, Director and General Manager

Works with: The whole staff team but in particular, Production and Technical Manager, Community Projects Officer, Education projects Officer, Marketing Manager, Finance and Administration Manager, Director and General Manager

Areas of Responsibility

1. To work with the Director and General Manager to liaise with and ensure all visiting companies are professionally managed to contract stage and ensure that Theatre Royal staff have all the relevant information using the organisations administrative systems i.e Event and meeting structures
2. To ensure all information is available for the Marketing Manager to work with Marketing to ensure the programme is communicated correctly to our audiences.
3. To work with the Marketing Manager updating vital website content related to shows where necessary
4. To assist the Director in all areas of Producing including:
 - o working with co-producers and other companies and artists supported by Theatre Royal
 - o casting
 - o contracting of artists
 - o liaison with Creative Teams
 - o recruitment of freelance and casual staff
 - o performance licence applications
5. To assist the Production Manager through recording Production Meetings, contracting casual and stage management staff and dealing with initial technical requirements of visiting companies
6. To organise meet and greets, first night parties, rehearsal space and audition space
7. To produce scripts, welcome packs, and accommodation lists for all companies working at Theatre Royal.
8. To support the Production Manager and Director through all production periods
9. To support the administration, coordination and management of the Education, Community and Discover programme
10. To attend external meetings from time to time deputising for the Director or creative and production staff
11. To provide administrative support to the Finance and Admin Manager
12. To provide administrative support to the Marketing Manager
13. To keep the Theatre's diary up to date and communicate across all departments' relevant information.

To undertake any other reasonable duties as requested by Management.

The duties must at all times be carried out with due regard to the Theatre Royal's Equal Opportunities and Child Protection Policies.

Person Specification

Essential

1. The ability to prioritise
2. Excellent IT skills
3. Excellent Communicator
4. Experience of administration work
5. A motivated and self-driven individual who is a team player
6. An eye for detail
7. Experience of using Information Management Systems
8. An organised individual with the ability to think beyond the present situations
9. A professional yet approachable manner

Desirable

1. The ability to think out of the box and find solutions to overcome problems
2. A focused yet flexible approach
3. The ability to stay calm under pressure
4. Customer Service experience and/or experience of dealing with customers as a first point of contact
5. Experience of working in theatre and/or production

The duties must at all times be carried out with due regard to the Theatre Royal's Equal Opportunities and Child Protection Policies.

Terms & Conditions

Salary:	In the region of £10,500pa
Contract:	This post is a part time post.
Hours of work:	25 hour week, Monday – Friday with some evening & weekend work required. Rota of hours to be agreed.
Annual Leave:	22 days plus Bank and other Public Holidays (pro rata). Additionally you will be entitled to 1 day extra holiday per annum for every full year (1st April - 31st March) of service with the Company up to a maximum of five extra days.
Allowances:	Travel/mileage expenses whilst on Theatre Royal business Staff members receive an allocation of complimentary tickets for certain performances at the Theatre Royal for personal use only.
Pensions:	All members of staff qualify for the auto enrolment pension scheme.
Other information:	There is a comprehensive staff handbook and induction plan with detailed information on policies, practices and working arrangements offered to all staff.

Interviews

Applications should be sent to emma.haley@theatreroyal.org no later than 12.00pm Monday 24th Nov.

Bury St Edmunds Theatre Management Ltd

The Theatre Royal in Brief

Mission

Theatre Royal Bury St Edmunds presents a high quality programme of performances and creative activities that enrich and inspire children and adults lives.

Built in 1819 by the renowned architect William Wilkins (who also designed the National Gallery in London), the Theatre Royal in Bury St Edmunds is one of the most significant theatrical buildings in Europe. As this country's only example of a playhouse dating from the Regency period, it offers visitors a unique and unforgettable theatrical experience. One of only eight Grade 1 listed theatre buildings in the country, it is also the only working theatre in the National Trust's entire portfolio of properties. Inspired by its impressive historical pedigree, the Theatre prides itself on the quality and innovation of its artistic work and enjoys a reputation as one of the most forward-thinking arts organisations in the UK.

The building is owned by the Greene King Brewery. In 1975, it was leased to the National Trust, which, in turn, has handed the day-to-day running of the Theatre to the Bury St Edmunds Theatre Management Ltd. Like many other theatres of its generation, the Theatre Royal has enjoyed a



chequered history, closing and reopening its doors on a number of occasions. The most recent of these, in September 2007, followed a £5.3 million programme of restoration and development. This project, funded in part by the Heritage Lottery Fund, not only returned the building to its 1819 configuration and decoration but also provided improved customer facilities through the creation of a contemporary foyer space adjoining the Theatre.

The Theatre Royal hosted over 300 performances in 2012/13 in the theatre and in other venues. Our work attracts around 65,000 annually, plus over 2,500 young people engage in creative learning activities in schools or in the community. Over 20,000 come to see our renowned annual traditional family pantomime. A further 2,000 people visit for our heritage, either as organised groups year-round or for our BACKSTAGE PAST season, which sees the Theatre as a lively cultural tourism attraction. The Theatre became licensed for weddings and civil partnerships in 2012. A wide range of local community and amateur groups also present performances on the Theatre's stage and are essential to the cultural offer to the community.

The Theatre Royal celebrates its heritage, and as a National Trust property welcomes visitors to enjoy the restored building through guided tours, talks and lectures, merchandising, as well as rehearsed readings from the Georgian period.

The Theatre employs a paid staff of 20 and supports a number of internships and apprenticeships. It also has a team of approximately 70 volunteers. It is overseen by a non-executive board of management.

There is a Patron's Scheme, and a thriving Friends scheme numbers over 600 members. The Theatre receives regular grant and project aid from St Edmundsbury Borough Council, Suffolk County Council and Arts Council England and also enjoys strong support from the local business community.

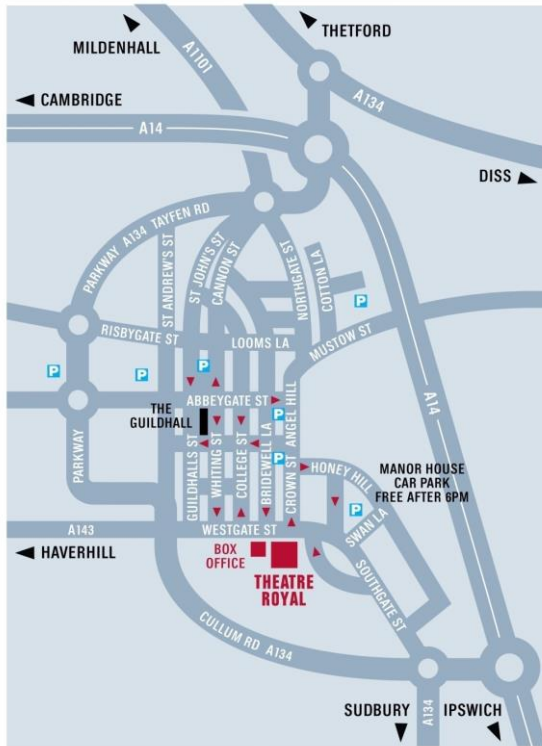


Our Aims

- *To present a broad performing arts programme of high quality work from leading arts organisations and emerging artists.*
- *To work within a range of producing models for Theatre Royal productions*
- *To develop further Theatre Royal as a Creative Learning organisation*
- *To work within a sustainable business model with a skilled workforce and effective base for our operations*
- *To develop and grow our audiences*
- *To build on the trust and support of Theatre Royal's supporters and stakeholders*
- *To celebrate Theatre Royal's unique heritage*

How to Find the Theatre Royal

Our offices and Box Office are located at 6 Westgate St next door to the Theatre Royal.



By Road - Bury St Edmunds is just off the A14 east of Cambridge and west of Ipswich. From the Midlands or the East Coast, follow the A14. From London, take the M25 and M11/A11 then A14 heading east (sign-posted Newmarket/Ipswich/Felixstowe). Approaching from the west, take the third exit for Bury St Edmunds and turn right at the big roundabout towards the town centre. Go right at the next roundabout then right at the third roundabout onto Southgate St. Follow the road and you will join the one way system, the Theatre is on your left opposite the Greene King Brewery Museum.

Car-parking is probably the biggest head-ache for first time visitors! There is very limited parking close to the theatre. There are a number of unlimited street parking places on Westgate Street after 6pm. The nearest car-park is at the Manor House Museum.

By Bus - The Bus Station is on St Andrew's Street North, 10 minutes' walk from the theatre. In addition to local services it is serviced by National Express coach connections from all over the country. Enquiries/Reservations: 01284 702020

By Train - Bury St Edmunds Railway Station is on Station Hill and is 20 minutes' walk from the theatre, connecting to Cambridge, Ipswich and the London-Norwich line. Enquiries/Reservations: 08457 484950

Taxis

A1 Cars 01284 766777;
Premier Cars 01284 704004;
United Cars 01284 762288

