

# Theatre Manager | Dean Close Services Ltd & Dean Close School

Line Manager: DCSL Business Development Manager

Also Accountable to: Director of Drama & Director of Music

Responsible for: Theatre Administrator, Theatre Technicians x2, Casual team of staff x30

The Theatre Manager's role will be to manage the operations across venues, including the Bacon Theatre, Tuckwell Amphitheatre and Prince Michael Hall, for a dynamic schedule of theatrical productions, concerts, open-air performances, cinema screenings, satellite broadcasts, art presentations and commercial events for both internal and external clients.

## Responsibilities

1. To maximise the profitability of the public events programme and performance venue hires
  - a. Developing and implementing strategy for obtaining new theatre business
  - b. Developing and sustaining client relationships
  - c. Promoting The Bacon Theatre's reputation for excellence
  - d. Seeking and monitoring client feedback to improve services
  - e. Seeking and monitoring customer feedback to improve services
  - f. Working to minimise disruption to the school
  
2. To lead on the creative direction of performance venues across the Dean Close School campus
  - a. Programming theatre, film, live music, satellite broadcasts and open-air events
  - b. Keeping abreast of changing audience trends, touring companies and funded schemes
  
3. To be responsible for the general management of the theatre venues
  - a. Business planning and disseminating business objectives to all theatre staff
  - b. Negotiating contracts and managing finance procedures
  - c. Overseeing departmental budget(s)

- d. Liaising with the School drama & music departments (DCS, DCPS, DCPPS) to ensure school requirements are met
  - The postholder will be required to work closely with the Directors of Drama and Music (and departments) to fully facilitate the ethos of such events as important occasions in the life of the school and as valuable PR. As such, shrewd interaction with Common room, pupils, parents, Trustees/Council and members of the public is required
- e. Liaising with other internal stakeholders, including Deputy Head - Operations, to ensure smooth delivery of school events
  - The postholder should be aware of the life of the school and the timings of the school day. They should liaise with the Deputy Head/Directors of Drama/Music to foresee potential clashes and problems, and to work with Common Room booking the theatre on an ad hoc basis (e.g. CCF, French films, lectures etc.)
  - The postholder should be aware that the Bacon Theatre is the first point of contact for many members of the public with Dean Close, and is an important recruitment factor. As such, the presentation, housekeeping, renewal and 'look' of the Orangery / auditorium / green room area should be maintained to a high and inviting standard, via advice - and sometimes, instruction - of Line Managers, where appropriate, in order to maintain a showcase area of the school
- f. The Postholder will clerk a Termly Development meeting with Internal stakeholders
- g. Managing the Box office system
- h. Managing Front of House resources and stock
- i. Keeping abreast of changing legislation and current theatre industry best practice
- j. Attending DCSL Management Meetings and reporting to the Senior Management
- k. Duty Management (First Aid and Personal License training required)

4. To be responsible for devising and implementation of marketing and PR initiatives for the theatre venues

- a. Producing a monthly marketing plan and assigning tasks to the team
- b. Preparing the seasonal brochure three times a year
- c. Producing additional in-house print material
- d. Producing media releases, mail-shots, e-shots, poster distribution and arranging competition features
- e. Email and online marketing management, including social media
- f. Arranging external advertising
- g. Website management [www.bacontheatre.co.uk](http://www.bacontheatre.co.uk)
- h. Managing the theatre brand and house-style
- i. Collating marketing data and monitoring effectiveness of marketing activity
- j. Maximising effectiveness of marketing expenditure

5. Line management of the Theatre Team

- a. Supervising, mentoring and appraising the Theatre Technicians and Theatre Administrator
- b. Managing upcoming schedules to ensure resources and staff are allocated effectively to meet deadlines and requirements
- c. Managing and appraising the casual Front of House team x 30
- d. Maintaining Investors in People status

#### **Other Duties**

- General office administration and finance duties
- Representing the Bacon Theatre, Dean Close Services and Dean Close School at business and theatre networking forums, community group tours, etc.
- To carry out any reasonable requests made by the Senior Management Team

## **Hours**

37½ hours per week.

This is a year-round role and evening and weekend working will be required as dictated by the events schedule so a flexible approach is a prerequisite.

## **Salary Package**

- Salary range: £24,000 - £26,000 depending upon experience
- Pension Scheme available
- Free lunch is available during term time
- Free parking is available on the School grounds or near-by
- Holiday entitlement 25 days plus bank holidays

## **Application Process**

Completed application forms and a CV, together with a covering letter should be returned to the HR Manager, Dean Close School, Shelburne Road, Cheltenham, GL51 6HE.

Tel 01242 267415, Email: [hr@deanclose.org.uk](mailto:hr@deanclose.org.uk) by 12.00pm on the closing date.

Dean Close School is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

**Closing Date: 2<sup>nd</sup> February 2018**

**Interviews: 21<sup>st</sup> February 2018**