

Theatres Adviser September 2024



Overview

Joining our small team of expert advisers, the Theatres Adviser will support our core advice service working with theatre operators, local authorities, volunteer groups and other stakeholders to support well run and well-designed theatres that are fit for the future. They will help ensure everyone wherever they live can access live performance by advocating for and supporting the health of the UK's theatres network and by managing our popular grant giving programme.

Reports to:	Director
Salary:	£45,000-£48,000 per year
Contract type:	Permanent
Hours:	Full-time – 35 hours per week
Location:	Central London office / hybrid or remote working available.
Benefits:	Group personal pension scheme - employee contributes minimum 2% and employer contributes 6%.
Holiday:	28 days per year (not including bank holidays which are in addition). Our offices close between 25 December and 1 January inclusive, and this is taken as additional paid holiday.
Application deadline:	Midday on Friday 11 October 2024
Interview date:	Thursday 31 October 2024 at Theatres Trust's London office

We strongly encourage people with disabilities and people who are from ethnically or culturally diverse backgrounds from across the UK to apply as Theatres Trust is keen for the team and its work to be informed by and representative of the diverse communities it serves.



About Theatres Trust

Theatres Fit for the Future

Theatres Trust is the **national advice and advocacy body for the UK's theatres** supporting all forms of theatres, whether old or new, commercial, subsidised or community-run.

We believe **people should have access to theatres wherever they live across the UK**, whether in small communities, towns or cities, so they can engage in creative activity and attend live performance.

Theatres have a positive role to play in placemaking, contributing to the local economy and to people's well-being, making our villages, towns and cities great places to live, work and visit.

Theatres are central to the continued health and vibrancy of the theatre sector which depends on well designed and well-run theatres of all scales and styles across the country, nurturing talent, providing platforms and engaging with their diverse local communities.

Established by the Theatres Trust Act 1976 and the Theatres Trust (Scotland) Act 1978 'to promote the better protection of theatres' the Trust is a statutory consultee on planning. Local authorities in England, Scotland and Wales are required to consult the Trust on planning applications for all theatres.

We protect theatres and champion the future of live performance by **advising and supporting our nation's theatres** to develop best practice in **design and management** following the four principles of **resilience, environmental sustainability, inclusivity and placemaking**.

You can find more information about our work on the [Theatres Trust website](#).



Job description

Job purpose – why we need you

Reporting to the Director, and working closely with the Architecture, Planning and Theatres at Risk Advisers, the Theatres Adviser is responsible for providing advice, guidance and signposting to theatre operators, owners, local authorities, campaign groups, developers and other stakeholders to support the resilience and wellbeing of the UK's theatres.

This will cover a range of topics including governance, viability, operating models, business planning, ownership and leases, income generation, fundraising, and capital projects. You will also manage our grant giving programmes to support theatres to make building improvements.

You will work alongside the Director to advocate to local and national governments across the UK for measures which support the wellbeing of theatres and promote the value of theatres in placemaking.

Key responsibilities – what you'll be doing

Advice & Signposting

- Providing advice to theatres, local authorities and other interested parties around the effective management of theatres, with a focus on resilience, different models of management, business planning, ownership, leases and asset transfer, governance, income generation and fundraising.
- Working alongside the other Advisers to identify and prioritise theatres which may become at risk of closure to ensure a coordinated advocacy and advice approach across relevant stakeholders.
- Supporting the Architecture and Theatres at Risk Advisers to work with operators and / or volunteer campaign groups offering relevant advice on Theatres at Risk.



- Managing the allocation of external specialist consultants from our Skills Bank to provide additional, specialist advice to priority theatres.
- Updating and creating new advice notes to offer standard written advice on the above areas.
- Providing informed advice and expertise to the Planning Adviser on planning applications and pre-planning proposals and identifying where advice to theatres and interested parties may give rise to planning implications.
- Working with the Architecture Adviser to advise on the redevelopment and development of theatre buildings.
- Undertaking site visits as required.
- Liaising with the Marketing and Communications Manager to identify and draft case studies and articles to promote our work.

Advocacy, Research & Policy

- Working alongside the Director to identify key national and local government policy and funding areas for supporting the wellbeing of theatres.
- Liaising with the Director to draft advocacy materials and reports and to respond to policy consultations.
- Advocating for the value of theatres in placemaking by advising local authorities and other relevant organisations on cultural policy and culture plans.
- Keeping abreast of key developments in theatres and identifying strategic areas of opportunity and risk where research and / or advocacy would be beneficial.
- Liaising on advocacy with likeminded external organisations such as UK Theatre / Society of London Theatre, Independent Theatre Council, Association of British Theatre Technicians, Federation of Scottish Theatre, Creu Cymru, Theatre & Dance NI, Music Venues Trust, Local Government Association, COSLA etc.



Grants

- Scoping and managing grants programmes, liaising with the Development Director and relevant funders, ensuring that criteria and assessment systems are clearly defined and communicated and fulfilling all funder reporting requirements.
- Overseeing the work of the Administrator to manage the logging of grant applications, communication with successful and unsuccessful grant applicants and timely submission of written reports and case studies.
- Liaising with the Marketing and Communications Manager to ensure effective promotion of the programmes, publicising of grants awarded and supply of case studies for news stories and Annual Report.
- Evaluating all grant applications, involving other Advisers when necessary, and making recommendations from such evaluations to the Director, Trustees and others as required for final approval.
- Organising information webinars to inform and support potential grant applicants.
- Supporting the Development Director with information to aid fundraising for new and existing grant programmes.
- Advising external funders on grant applications relating to theatres when requested.

Sector Knowledge & Capacity Building

- Developing and delivering programmes (e.g. workshops, webinars, knowledge / peer learning forums etc.) to build and share knowledge across the theatre sector in areas such as theatre management / business planning, capital projects, fundraising and sustainability.
- Identifying and securing speakers and case studies as required.
- Developing materials, presenting and / or facilitating sessions when appropriate.



- Where relevant to work with other sector / industry bodies in the planning and delivery of relevant workshops, webinars and forums.
- Working with the Director, Advisers and other team members as appropriate, to contribute toward programming and delivery of Theatres Trust events including annual conference.

Additional Responsibilities

- Preparing articles for internal and external publishing, making presentations for meetings and conferences, representing Theatres Trust in a prepared and professional manner.
- Preparing, contributing to and presenting papers for quarterly Council meetings.
- Attending Advisers and Team Meetings and liaising as required to ensure effective delivery.
- Supporting colleagues in the office by sharing duties such as answering telephone calls.
- Undertaking any other duties from time to time which may reasonably be requested.
- Ensuring that the development and delivery of activities for and on behalf of the Theatres Trust are consistent with its Equal Opportunities Policy, the Terms and Conditions of Contract and other company policies.
- Maintaining strict confidentiality and propriety.



Person specification

Essential skills and experience – what we are looking for

- Recent middle - senior management experience within a theatre building(s)
- Knowledge or experience of theatre building facilities, operational and / or technical management
- Experience of strategic and business planning and budgets
- Knowledge or understanding of different types of theatre governance and operational models (e.g., community, subsidised, commercial, West End)
- Able to build good working relationships with varied stakeholders / networks
- Excellent written and oral communication skills and experience of effective communication with a variety of different audiences and levels of expertise
- Good IT skills, especially competency with Microsoft office

Desirable skills and experience – knowledge in some areas would be good, but we don't expect you to have it all

- Experience of working in an advice giving, coaching or supporting capacity to other organisations or to colleagues
- Experience of working with / supporting volunteer groups / organisations
- Experience or knowledge of local government
- Experience of fundraising and / or knowledge of the funding sector
- Knowledge of theatre ownership and lease matters
- Experience of theatre capital projects
- Knowledge or experience of environmental sustainability in theatres
- Knowledge or experience of EDI and access in theatres
- Experience of managing grant giving programmes
- A good network of regional and national contacts in the UK theatre sector

Personal qualities – how you'll work as part of our team

- Commitment to, and interest in, the objectives of Theatres Trust
- Creative and resilient approach to problem solving and challenges
- Able to research and identify useful sources of industry knowledge
- Able to work independently and as part of a small team
- Strong time management and organisational skills
- Able to work weekends / evenings if required, and to travel throughout the UK
- Understanding of and commitment to equal opportunities

Employment Terms and Conditions

- This is a permanent full-time role, based on a 35 hour week. We are open to applications from job shares.
- The salary will be £45,000-£48,000 depending on experience.
- There will be an initial probationary period of six months, during which there will be a one-week notice period. Following successful completion of this, there will be a three-month notice period on both sides.
- The primary base for this position will be at the Theatres Trust's offices at 22 Charing Cross Road, London WC2H 0QL. We welcome applicants who would prefer hybrid or remote working, although attendance on agreed days for meetings and events will be required.
- Our usual office hours are 9.30am to 5.30pm Monday to Friday. An informal flexi-time system is in operation, with the core hours for full-time staff being 10.00 am to 4.00 pm.
- Occasional evening and weekend work may be required. There is no overtime provision, but the Trust operates a time off in lieu (TOIL) system.
- It is expected that the Theatres Adviser will be willing and able to travel across, England, Scotland and Wales in undertaking their work as required.
- Full-time holiday entitlement is 28 working days paid holiday each calendar year (not including bank holidays which are in addition). Theatres Trust offices are normally closed during the period between 25 December and 1 January inclusive, and this is taken as additional paid holiday.
- Theatres Trust offers a group personal pension scheme where the employee contributes a minimum of 2% and the employer contributes 6%. Employees are eligible to join the scheme after their first three months of employment.



How to apply

To apply, please download the application form and equal opportunities monitoring form from our website <http://www.theatretrust.org.uk/about-us/opportunities> Once completed, please send both forms to info@theatretrust.org.uk

Deadline for applications: **Midday on Friday 11 October 2024.**

Interviews will be held in person at our London office on **Thursday 31 October.** Reasonable travel expenses will be paid.

Equality, Diversity & Inclusion

We know that applying for a job is a two-way process, if you have any questions or would like to discuss the role and organisation before you submit your application, please contact Laura Wootton, General Manager, at Theatres Trust directly. We want to make the recruitment process as inclusive and accessible as we can and provide an opportunity for all candidates to show their strengths. If there is more we can do, or if you have particular accessibility needs we would be happy to provide any further support that you may require – please get in touch with us via info@theatretrust.org.uk .

We encourage applications from people of colour, LGBTQ+ people (we are a trans-inclusive organisation), people with disabilities, and people who have experienced other exclusion or marginalisation.

