Role Description

**Job Title:** Theatre Manager and Production Lead

**Reports to:** Director of Theatre (alongside strategic alignment with Commercial Director)

## General Information

Uppingham School, founded in 1584, is a leading co-educational independent boarding school. Its 800 pupils, aged 13-18, are accommodated in 15 boarding houses, taught by over 20 academic departments, and participate in numerous extra-curricular activities such as sports, music, and drama. The academic programme is supported by business units responsible for marketing, estates, finance, human resources, IT, catering, cleaning, health and safety, and the School’s trading subsidiary. The School employs almost 600 staff and operates seven days a week during term-time.

The academic structure, managed by the Headmaster, is supported by bursarial ‘enabling’ departments responsible for buildings, grounds, finance, catering, the school-wide IT network, HR, marketing, fundraising, domestic affairs, health care, sports centre, and the School’s trading subsidiary.

Uppingham Theatre is a 300-seat proscenium arch space with adjoining drama studio (160 seats). The facilities include a large workshop, dressing rooms and rehearsal spaces. Uppingham Theatre presents a high-quality programme of plays and musicals across the pupil body, from small Sixth Form productions to whole-school shows, throughout the school year. The venue also hosts regular touring professional shows, comedians, music acts and speakers. Uppingham Theatre is also the home to several dance societies and stage schools.

The overall direction of the Theatre is the responsibility of the Director of Theatre and the Theatre Manger and Production Lead will be expected to work as part of a larger team to deliver high quality productions as well as support the school’s commercial programmes.

## Job Purpose

The Theatre Manager will assist the Director of Theatre in the day-to-day operation of Uppingham Theatre. The successful candidate will have had experience in theatre or large entertainment venues and have sound knowledge of the needs of a diverse entertainment and arts programme. They will also need to be able to demonstrate knowledge of safe working practices in a theatre and will be confident in instructing others how to use the theatre safely. An important part of the role will be working with the wider team, the Commercial Team and external hirers all year round. However, due to the differing tempo of activity across the year there will be some flexibility across the school holidays outside of planned events. The postholder will oversee production logistics, coordinate external hires and programming, support student enrichment, and lead the management of Front of House (FoH) operations. The role is collaborative in nature, working across the Theatre team and in close liaison with the Commercial Team to secure external commercial and community bookings.

## The Production Lead element of the role will be focused on the successful production of the Theatre’s diverse and developing creative programme. You will be the lead producer on each production.

## This is a full-time post, as part of a committed and experienced team.

## The main responsibilities of the role of Theatre Manager and Production Lead

**Theatre Management Responsibilities**

1. **Coordinate External Theatre Events**: in collaboration with the Director of Theatre and the commercial team led by the Commercial Director, coordinate visiting acts, liaise on contracts, riders, technical needs, space allocation, and scheduling. Support income generation through the proactive development of the Theatre’s external bookings calendar in line with the commercial plan and the theatre strategy. Ensure there is suitable space and staff availability and proactively work with Uppingham Enterprises (Commercial) to deliver smooth management of booked events throughout the calendar year.
2. **Front of House and Bar Management**: Work closely with the Graduate Theatre Assistant (who works in term time only) to ensure the smooth running of shows/events; Lead and manage all FoH operations across the academic, cocurricular and commercial programme. Recruit and schedule bar and FoH staff, ensuring excellent audience experience. Take responsibility for compliance (including health and safety documentation), licensing, and venue presentation front of house. Maintain stock for bar and vending machine contracts in line with the school operations teams, acting as licensee for public events. Ensure year-round coverage for events, with support from term time staff and commercial colleagues. Take on the role of the designated person in charge of the space along with the school’s alcohol license.
3. **Administration:** On behalf of and in collaboration with the Director of Theatre, administrate the processing and coding all invoices; overseeing the use of Theatre's petty cash, reconciling and inputting data into the school finance system; overseeing the monthly reconciliation of credit cards for input into the finance system. Provide the Director of Theatre with general administrative support and act as the first point of contact for all internal and external communications.
4. **Theatre Venue and Resource Management:** ensure that all identified and agreed work and/or maintenance is carried out efficiently and to the standard and quality of workmanship required. In collaboration with the Theatre Technical Manager, review all activities to be undertaken in the Theatre or Drama Studio or other associated spaces, including the creation of risk assessments, application for performance licences and ensuring that calendar entries have been made. Oversee the Theatre cleaning team; maintenance of costume and set stores and that the Theatre is kept clean and in good repair. Respond to all internal and external enquiries such as providing venue information, creating quotes for hire and discussing individual requirements for all annual events. Ensure that the Theatre is aesthetically pleasing and welcoming to all users. Manage the consistent and varied use of the space(s) ensuring that academic Drama, cocurricular Theatre, and other internal and external users of the Theatre are all provided for.
5. **Supervision of Costume, Props and Set:** oversee the storage of all costumes, props and set ensuring all spaces are clean and tidy and well-utilised for all school and performance related activities. Develop and maintain a database of items and ensure that there are clear processes for the storage, use and return of items.
6. **Manage academic Drama and LAMDA performances and practical exams:** coordinate and manage guest lists, lunch and scheduling for all LAMDA performances; U6th Showcase performances and provide support for exam scheduling and management of the drama exams on the day.

**Production Lead Responsibilities**

1. **Main show production**: work as the Theatre’s in-house producer in term time, taking the production lead on all shows developed as part of the school’s cocurricular Theatre programme. The Theatre currently produces five main shows in an academic year, most of which are staged in the Main Auditorium with some staged in the versatile Williams Studio. While the Technical Manager will have general oversight of technical matters (set build, lighting and sound design), you will be responsible for all other production elements (costume, props, make-up, scheduling, chairing meetings, budgeting, all concerns relating to stage management etc.). You will also be responsible for the usual duties of a producer when it comes to the planning and administration of the production process.
2. **Academic Support:** provide support to academic staff (and pupils) in sourcing costumes and props (and/or set alongside the academic drama technician). Assist with exam days; helping to look after the examiner and pupils with any last-minute requests as well as ensuring all props, set and costume are removed at the end of the day. Organise the U6th Showcase; inviting parents and hosting a reception (with the Head of Academic Drama) before the showcase. Offer any necessary and relevant support to design candidates.
3. **External production liaison:** working with the Technical Manager and/or commercial team, ensure that all external companies/acts are fully supported through the planning/get-in/performance/get-out/wash-up process.
4. **External production programming:** working with the Director of Theatre and commercial team, help plan and deliver an exceptional programme of events that further establishes Uppingham Theatre as the leading hosting venue in Rutland. Contribute to the development of varied and exciting seasons that generate meaningful income for the school, serves the community and maximises the versatility of the Theatre. Look ahead to future possibilities and be proactive in searching for the best acts to host at the Theatre.
5. **Resource management:** take overall practical responsibility for the Theatre as a working production venue. Find and implement cost efficient ways of sourcing, storing and using creatively impactful production and venue resources to serve staff, pupils and all stakeholders in the short-, medium-, and long-term.
6. **Speech Day:** work closely with the Director of Theatre, Chief Communications Officer, Head of Marketing, Events Manager and Performing Arts Events Manager to produce the school’s blue ribband end of year event: Speech Day. You will work very closely with the external companies and individuals involved in delivering the event and act as the key point of liaison for all parties.
7. **Creative input:** you will be part of the creative process, working with the Director of Theatre and Technical Director to find creative and interesting ways to stage plays and solve problems. Furthermore, there will be the opportunity to contribute to production design and to help create outstanding visual experiences for our audience.

Please note this job description outlines the main duties and responsibilities of the position and is designed for the benefit of both the post holder and Uppingham School in understanding the prime functions of the post. It should not be regarded as exclusive nor exhaustive as there may be other duties and requirements associated with and covered by the post, as required from time to time by the Director of Theatre and commercial team.

## Person specification

The selection of candidates for short-listing will be based on this specification and candidates should bear this in mind when preparing their application and completing the application form.

The table below includes some of the personal attributes that are considered important for the Theatre Manager and Production Lead.

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| **Attributes** | **Essential** | **Desirable** |
| **Skills & experience** | Excellent understanding and experience of project management.  Secure budget and process management experience.  Awareness of health and safety and safe working practices and other areas of regulatory and compliance processes.  Understanding and experience of Theatre production, programming and FoH processes.  Strong administrative and organisational skills. | Experience of management in an Arts based setting. |
| **Personal qualities** | Flexible approach to working hours, including late nights and weekends  Able to work as part of a team  Displays initiative and is proactive and willing to support the wider school.  Positive and creatively minded. |  |

**Working hours**

This role involves working in the Theatre in term time and throughout the majority of the school holidays. The successful candidate will contribute to the forward planning process, with each year’s programme planned at least six months in advance. There may be scope, with robust early planning, for the successful candidate to explore other work in the school holidays at times, but the needs of the school will come first. There will be weekend and evening work.

The School reserves the right to vary normal hours of work between Monday and Sunday (whether temporarily or permanently).  This may be necessary to meet the particular needs of the School.​

**Salary** £32,000 per annum. This is paid in equal instalments over 12 calendar months. Salaries are generally reviewed annually on 1st September.

**Probation period** Six calendar months.

**Pension scheme** Defined contribution scheme: employee contribution matched by School by factor of two, up to 10% maximum

**Benefits** 50% contribution to premiums for School’s private health scheme

Free Westfield Healthcare

Free membership of dual-use Sports Centre (£25 annual joining fee)

Free staff lunches in term-time

School fee discount for children of staff (, subject to change at any time)

Retail, gym, supermarket, cinema and restaurant discounts

Cycle to work scheme

Employee Assistance Programme which provides a range of support including counselling and legal advice.

Occupational Health Services

Free annual ‘flu jabs

Recognised as a “Disability Confident” employer

Recognised as a “Mindful” employer

Uppingham is a forward-thinking employer that values all staff and the contribution they make. We are forever reviewing our benefits in order to recognise and reward staff appropriately.

## Safeguarding and Child Protection

The post-holder’s responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, will be to adhere to and ensure compliance with the School’s Safeguarding (child protection) Policy 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, they must report any concerns to the School’s Designated Safeguarding Lead (DSL) or to the Headmaster.

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