



The ADC Theatre is a department of the University of Cambridge and is the oldest University playhouse in the country. The ADC Theatre is the centre of University drama in Cambridge, run almost entirely by students with no Faculty involvement. The Theatre's aim is to provide a well-equipped and safe environment in which all building users can enjoy, learn about and become involved in different aspects of theatre, while presenting professional standard productions. The Theatre is primarily student focused, with the majority of its activity centred around the University Terms. The Theatre is run by a small management team, overseen by the Executive Committee. The ADC Theatre also manages the Corpus Playroom and runs a large-scale external ticketing service. The ADC Theatre has helped to launch the careers of many theatre luminaries, including Sir Ian McKellen, Rachel Weisz and Emma Thompson.

**Job Title:** Theatre Manager

**Responsible To:** Executive Committee of the ADC Theatre

**Main Purpose:**

To maintain and build on the success of the ADC Theatre as a space that provides opportunities for students and the local community to enjoy, and learn about, all aspects of theatre production. The Theatre Manager is integral in creating and fostering a positive and supportive atmosphere for Cambridge's thriving amateur theatre scene. As well as holding overall responsibility for day-to-day operations, the Theatre Manager manages and coordinates the ADC Theatre's marketing strategy. In line with the ADC Theatre's aims, this role provides an opportunity for the holder to gain experience in the management of a venue, and to learn about all aspects of theatre operation.

**Key Responsibilities:**

**Theatre Administration**

- Works with the Management Team to support the day-to-day operation of the ADC Theatre and Corpus Playroom, including the Bar, Box Office, sundries sales, equipment hire business, and general administration;
- Provides assistance to all productions hiring the Theatre, this will sometimes include assisting companies on stage during get-ins and get-outs;
- Ensures that safe working practices are followed throughout the Theatre with reference to the Theatre's Health and Safety policy;
- Maintains high standards of tidiness throughout the Theatre;
- Carries out other tasks as required, in line with the overall purpose of the post and the nature of the Theatre;
- To act as a building keyholder and be on the Theatre's emergency call-out list.

## **Duty Management**

- Acts as Duty Manager one evening a week;
  - Responsible for the Theatre for the evening including audience management, bar, box office, and customer service;
  - Provides technical support to productions;
  - Provides First Aid if necessary;
  - Once a month (on average) overseeing the get-out and end-of-run party;
  - Holding overall responsibility for back stage operations and fire safety during performances.

## **Programming**

- Programmes three seasons of shows a year at the ADC Theatre and Corpus Playroom;
  - Receiving applications from students, and non-student groups;
  - Selecting a varied, high-quality and marketable programme that provides a range of opportunities for involvement;
  - Working with other management staff, the Cambridge University Amateur Dramatic Club (CUADC), the Fletcher Players, and other resident companies as appropriate, to evaluate applications;
  - Seeking non-student and touring productions for runs outside of University Term;
  - Proposing each season to the Executive Committee for approval.

## **Marketing**

- Manages the Theatre's marketing strategy;
  - Producing season publicity, including the Season Brochure;
  - Advising on and supporting incoming production's marketing strategies;
  - Responsible for the Theatre's relationship with the Press, including press releases, issuing comps, advising productions on press material, and archiving coverage;
  - Holding overall responsibility for the Theatre's websites and social media presence;
  - Managing the Theatre's e-marketing;
- Audience Data Analysis;
  - Carrying out, and analysing the results of Audience Surveys;
  - Running and analysing Box Office reports;
  - Informing Theatre strategy and programming.

## **Financial Oversight**

- Sets the annual budget with the Executive Committee;
- Responsible for the preservation and growth of the Theatre's income streams;
- As Head of Department, ensures that:
  - Funds are properly allocated;
  - Sound financial controls are in place and accounts are correctly maintained;
  - Funds available for spending are not exceeded;
  - University of Cambridge Financial Regulations are observed.

## **Strategic Planning & Executive Committee**

- Acts as Secretary to the Executive Committee;
- Responsibility, with the Executive Committee, for setting the strategic direction of the Theatre;
  - Engaging in the University's annual planning round;
  - Deciding and forecasting substantial capital expenditure;
  - Reviewing the Theatre's artistic masterplan;
- Proposes and implements projects to improve the Theatre's operation and facilities;
  - Presenting ideas and plans to the Executive Committee and other stakeholders.

## **Staffing**

- Inspires and motivates the ADC Theatre's Management Team and staff through dynamic, innovative and hands-on leadership;
- Leads weekly meetings with the Theatre's management staff;
- Responsible for all staff employed by the ADC Theatre;
  - Leading the recruitment of full- and part-time staff;
  - Addressing any disciplinary or performance issues among staff and casual workers;
  - Maintaining the 'user-led' atmosphere of the ADC Theatre;
  - Ensuring timely appointment, contracting and payment;
- Line manages the Operations Manager, Production Manager, Technical Manager, Office Administrator, Box Office Administrator and Maintenance Technician;
  - Balancing workloads and responsibilities;
  - Carrying out appraisals, and arranging Personal and Professional Development;
  - Leading inductions, and arranging necessary training;
  - Coordinates the termly office and duty rota, taking into account annual leave requests;
  - Processing sickness requests, other absences, and time off in lieu.

## **External Relations**

- Engages, and maintains good relationships, with all visiting companies;
- Produces a first draft of the annual report for the Executive Committee;
- Acts as an ambassador for the ADC Theatre and for student drama in Cambridge to the University, the wider community, and beyond;
- Provides advice and support as necessary to student companies performing in other venues;
- Ensures that the Theatre archives remain in good order, with new material being archived in line with the Theatre's Record Retention Schedule;
- Maintains contact with Alumni and the community of volunteers at the Theatre;
- Responsible for maintaining the theatre's reputation, maintained through regular interaction with customers and with student and non-student participants.

## **Get Involved**

- Works with the Management Team, the CUADC and other student groups to encourage and support involvement in all aspects of Theatre;
  - Organising events for those new to the University;
  - Arranging training and providing information to all users of the Theatre, especially beginners;
- Provides an encouraging, positive, and supportive atmosphere in all areas of the Theatre's operation.

## **Compliance**

- Responsible for keeping the ADC Theatre compliant with regulations from the University and external bodies, including fields like finance and health and safety;
- Serves as the Theatre's overall risk-holder against operational and reputational risks;
- Serves as the Designated Premises Supervisor for the venue and responsibility for the compliance with the Licensing Act of 2003.

## **Notes:**

The ADC Theatre changes all the time, and the above responsibilities are only indicative of the full requirements of the role. Please note that as the Manager of the ADC Theatre, it is within the scope of your role to redistribute responsibilities and aspects of the role between yourself and other members of the ADC Management team.

The Theatre Manager should bear in mind that the primary function of the ADC Theatre is to provide opportunities for student users of the Theatre, and the local community, to learn. The more adventurous users may wish to experiment with unconventional approaches and this should be encouraged, provided that safety is not endangered, the fabric of the building is not affected, and the approach will not adversely damage the Theatre's reputation or standing.

## **Person Specification:**

### **Essential:**

- An appreciation of the unique nature of the ADC Theatre's student-centric but professional operation;
- Excellent people management and leadership skills;
- Excellent organisational skills with a high level of attention to detail and ability to effectively work on multiple projects concurrently;
- A fast learner who is able to pick up new skills quickly and use initiative;
- Dedication to the role, with a hardworking and can-do attitude;
- Personable, and able to work effectively within the small dedicated team;
- Ability to communicate effectively and maintain good relationships with external groups and support incoming productions in a friendly and creative manner;
- A proven passion for the arts;
- Excellent written and verbal communication skills (including an excellent standard of spoken and written English);
- Excellent ICT skills;
- Hold a personal alcohol licence or be prepared to complete the necessary training.

### **Highly Desirable:**

- Experience of work in a University venue;
- Experience of marketing theatrical productions;
- Experience of bar work;
- Experience of Box Office work;
- Experience of audience management.

### **Desirable:**

- Experience using Spektrix Box Office system;
- Experience using graphic design software, such as Adobe Creative Suite.

## Main Terms and Conditions:

**Salary:** £29,605 - £33,966 (Grade 5)

**Location:** Cambridge, UK

**Hours:** The hours of work are an average of 36.5 hours per week. You are expected to work such hours and days as are reasonably necessary for the proper performance of your duties. Office hours are typically 11:00 – 18:00, the rota allows for 4 days off every two weeks. Weekly Duty Management shifts finish ~02:30, with the next day's shift starting twelve hours after its finish time. Once a month there is a get-out Duty Shift that starts at 14:30 and finishes at ~08:00. The nature of the role means that extra work maybe be required, especially during University term, for which time off in lieu is given.

**Tenure:** The appointment will be made on a fixed-term basis for a period of **12 months from 01 September 2024 to 31 August 2025**. There is the possibility for the contract to be renewed for a second year after the probation period

**Probation:** Appointments will be subject to satisfactory completion of a six-month probationary period.

**Holidays:** Full-time employees are entitled to annual paid leave of 41 days inclusive of public holidays. Work on Public Holidays may be required, for which time off in lieu is given.

## Pre-Employment Checks:

**Right to Work:** We have a legal responsibility to ensure that you have the right to work in the UK before you can start working for us. If you do not have the right to work in the UK already, any offer of employment we make to you will be conditional upon you gaining it.

**Health:** Once an offer of employment has been made the successful candidate will be required to complete a work health declaration form.

**References:** Offers of appointment will be subject to the receipt of satisfactory references.

**Screening:** This role requires a standard Disclosure and Barring Service (DBS) Check. Any offer of employment we make to you will be conditional upon whether the outcome of this check is satisfactory.

## Pay and Benefits:

The University salary structure includes automatic service-related pay progression in many of its grades and an annual cost of living increase. In addition to this, employees can be rewarded for outstanding contribution through a number of regular pay progression schemes. The University offers attractive pensions schemes for employees, with an additional benefit of a salary exchange arrangement providing tax and national insurance savings.

### CAMbens Employee Benefits

The University offers employees a wide range of competitive benefits, known as CAMbens.

CAMbens offers something for everyone across a range of categories, including:

- Financial Benefits, including shopping discounts (both local and national) and a Payroll Giving scheme;
- Relocation and Accommodation Benefits, including relocation assistance and interest-free Rental Deposit Loans;
- Travel Benefits, including Cycle to Work, discounts on train season tickets and interest-free Travel to Work loans;
- Family Friendly and Lifestyle Benefits, including support with childcare and family friendly policies;
- Health and Wellbeing Benefits, including a University Staff Counselling Service, discounts at the University Sports Centre, and other local gyms, and healthcare schemes.

**Pension:** You will automatically be enrolled to become a member of USS (Universities Superannuation Scheme) – a hybrid pension scheme. For further information please visit: [pensions.admin.cam.ac.uk](https://pensions.admin.cam.ac.uk).

**Wellbeing:** The University's Sport Centre, Counselling Services and Occupational Health are just some of the support services available to University employees to promote their physical and mental wellbeing.

**Development:** All staff are offered a generous training budget to provide opportunities for career progression and development, and upskilling.

**Discounts:** All management staff are able to receive exclusive discounts on tickets to events at the ADC Theatre and Corpus Playroom, allowing you to enjoy all of the shows that take place across our venues.

### **How to Apply:**

Applications should be submitted online via the University of Cambridge jobs page [www.jobs.cam.ac.uk](http://www.jobs.cam.ac.uk) by clicking “Apply online” in the job advert. You will need an email address to register for this online system.

If you have any queries regarding the application process, please contact [manager@adctheatre.com](mailto:manager@adctheatre.com)

**Applications Deadline:** Applications must be made online by the **end of day on Sunday 17 March 2024**.

**Interviews:** Interviews will take place on Monday 25 March 2024. The ADC Theatre works to a tight timetable, and regret that we are unable to request for variations to our interview schedule.

Handover for this position will take place in July or August 2024.