



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: Production Manager

Responsible To: Manager of the ADC Theatre

Working Pattern: Full-time (from 01 September 2025)

Main Purpose:

To provide a friendly and supportive environment for visiting teams to experience all aspects of theatre. To support and encourage ambitious, achievable and high-quality productions, as well as offer training opportunities for student and amateur theatre makers. 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 Theatre Manager and 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;
- Liaises with all Productions hiring the Theatre, issuing contracts and guiding them through the production process. This includes: training members of the technical team, monitoring production deadlines and reviewing marketing materials and strategies;
- Ensures that safe working practices are followed throughout the Theatre with reference to the Theatre's Health and Safety policy;
- Ensuring that companies meet key production, marketing and technical deadlines, and reviewing and signing off risk assessment paperwork;
- Works to ensure the continued success of the ADC Theatre, including input into strategic decisions;
- Maintains good relationships with students and local amateurs, enabling feedback between the Management Team and the student and local communities, and vice versa;
- Working with the Theatre Manager to archive Theatre material.
 - Filing weekly logs and reports;
 - Keeping a copy of all production publicity and paperwork;
- Sitting on the show selection panel where required and assisting with category selection;
- 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.

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, where appropriate;
 - Provides First Aid if necessary;
 - Once a month (on average) overseeing the get-out and end-of-run party;
 - Holding overall responsibility for backstage operations and fire safety.

Production Support and Administration

- Acts as the first point of contact for all productions;
 - Meeting incoming Producers and Directors to discuss all aspects of their shows;
 - Setting reasonable production timelines for all projects;
 - Fielding the majority of production queries, or redirecting them as appropriate;
 - Reading all scripts and materials to check for content and inform production meetings;
- Supports production teams and offers practical guidance at each stage of the process;
 - Assessing production, training and technical requirements of each show, and advising on feasibility;
 - Carrying out aspects of production training, across the breadth of the Theatre's activity (principally responsible for Stage Manager training and Keyholder training);
 - Providing guidance and supplying resources to advise student productions on funding;
- Provides a welcoming and supportive environment at the ADC Theatre;
 - Maintaining a friendly and proactive approach to helping all users;
 - Promotes inclusion, diversity and accessibility in relation to protected characteristics in line with the UK Equalities Act;
 - Offering constructive assistance and demonstration as necessary;
- Manages the relationship between each production and the Theatre:
 - Distributing hire agreements;
 - Applying for, and monitoring compliance with, performing rights where necessary;
 - Approving production marketing materials in conjunction with the Theatre Manager;
 - Coordinating the hire and booking of spaces;
 - Monitoring steward sign ups and managing the stewarding database;
 - Ensuring legal compliance with music copyright;
- Carries out the following production-related administrative tasks;
 - Uploading production information to the Theatre's internal database;
 - Uploading production information to show webpages (e.g. Producer feed, reviews, blogs etc), as well as keeping the Production Resources page up to date;
 - Updating the Management Team on show progress and raising any issues;
 - Communicating relevant information to Front of House and Box Office Staff;
- Prepares standard production-related documents and resources;
 - Makes production risk assessment templates available and accessible;
 - Produces weekly show and front-of-house logs;
 - Updates Front of House posters and marketing materials.

Health and Safety

- Working with the Technical Manager to oversee production Health and Safety;

- Receiving and approving risk assessments and production plans;
- Signing off the stage before technical rehearsals;
- Works with the Departmental Safety Officer on Health and Safety;
 - Ensuring policy and procedures are up-to-date and adhered to;
 - Evaluating and updating policies/procedures to best maintain compliance with industry Health and Safety standards.

Outreach and Development

- Broadens opportunities for theatre-makers;
 - Proactively encouraging involvement with the Theatre through outreach and development initiatives;
 - Co-ordinating education resources and workshops with production teams;
 - Maintaining a database of key school contacts;
 - Pursue collaborations with other University departments and institutions to broaden opportunities for audiences and production teams;
- Facilitates workshops and events to supplement the Theatre's programme, including post-show discussions;
- Keeps up to date on developments in professional theatre and finding ways to support best practice and high, professional standards across the venue, such as organising intimacy or special skills workshops.
- Inspires a professional and ambitious approach to presenting high-quality drama.

Notes:

The ADC Theatre changes all the time, and the above responsibilities are only indicative of the full requirements of the role. This role is predominantly administrative and the Production Manager has limited opportunities for creative input into the Theatre's productions, outside of those concerning practicality, safety and compliance. The holder is still encouraged to use this opportunity to work on projects which contribute to their personal and professional development.

The Production 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.

The University actively supports equality, diversity and inclusion and encourages applications from all sections of society. The University has a responsibility to ensure that all employees are eligible to live and work in the UK.

Person Specification:

Essential

- Appreciates the unique nature of the ADC Theatre's student-centric but professional operation;
- Excellent organisational skills with a high level of attention to detail and ability to effectively work on multiple projects concurrently;
- A flexible and proactive attitude and ability to adapt to a changing work environment;
- Personable, enthusiastic and with a desire to work effectively within the small dedicated team;
- 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;
- Ability to support incoming productions in a friendly and creative manner, and maintain good relationships with the public and other key stakeholders;
- Some working knowledge of theatrical work and equipment, and willingness to learn more;
- Knowledgeable interest in and empathy for the arts;
- Excellent written and verbal communication skills (an excellent standard of spoken and written English);
- Good ICT skills.

Desirable

- Experience of Front of House work, including Bar and Box Office;
- Ability to carry out technical work to a high standard;
- Familiarity with risk assessment documentation and procedures.

Main Terms and Conditions:

Salary: £28,335 - £31,575 (Grade 4)

Location: Cambridge, UK

Hours: Office hours are 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 2025 to 31 August 2026.**

Probation: Appointments will be subject to satisfactory completion of a six-month probationary period. There is the possibility for the contract to be renewed for a second full year after the probation period.

Holidays: Full-time employees are entitled to annual paid leave of 36 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.

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 CPS (Contributory Pension Scheme) – a defined benefit and defined contribution pension scheme. For further information please visit: 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 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

Applications Deadline: Applications must be made online by the **end of the day on Friday 16 May 2025**.

Interviews: Interviews will take place during the **week beginning Monday 19 May 2025**. The ADC Theatre works to a tight timetable, and regret that we are unable to request for variations on our interview schedule.

Handover for this position will take place in July/August 2025.