

Job Description

Job Title:	Theatre Administrator
Hours:	40 hours per week
Reports To:	Theatre Directors

Main Purpose

Theatre Royal Windsor is looking for a motivated and enthusiastic Theatre Administrator to work closely with the Theatre Directors on the programming, casting and administration of the theatre. The key elements of the role include:

- Working in conjunction with the Theatre Directors to research, negotiate, book and contract visiting touring productions, one-night concerts, performances and events.
- Act as the key point of information distribution for all departments in the theatre with relation to visiting companies, large performance hires and events.
- To support the Theatre Directors with home productions, education and outreach events and BKL productions, including casting administration, contracting, deal memos, contractual schedules, budgeting, approval of payments, booking rehearsal spaces, organizing first night receptions and gala evenings, booking accommodation and travel.
- Work alongside the front of house department to support the administration and booking of external hires (for functions, meeting and conference spaces etc) in addition to regular venue hires (such as church services etc).
- To support the theatre directors with other administration duties including meeting notes, diary and meeting scheduling, basic HR requirements (such as recruitment exercises, issuing and collating documentation) and keeping personnel files, filing and recording of information, company credit card purchases, liaising with IT support, data protection and updating company policies.

General Information

Theatre Royal Windsor is an exciting and thriving regional theatre and is proud to be the only unsubsidized producing theatre to operate all year round in Britain. The theatre hosts a busy programme of shows and events focusing on drama and musicals, supported with live music comedy and dance. The auditorium seats 633 and the building is grade 2 listed.

Theatre Royal Windsor is operated as part of Bill Kenwright Ltd. One of the largest commercial theatre producers in the UK. The theatre produces and opens a large number of Bill Kenwright touring productions, in addition to its own in-house productions and the annual pantomime.

Theatre Royal Windsor is keen to ensure that we actively engage with all residents and visitors to the area and is developing a new outreach and education programme and more diverse offer at the theatre.

The business plan aims to position the theatre as a key cultural hub that aims to meet its vision statement:

“To provide a first-class regional theatre that is recognised nationally, that produces and presents a core programme of drama and theatre for all residents and visitors to the Windsor area. Acting as a key cultural hub, encouraging participation and engagement with performing arts and supporting the development of staff, artists and audiences.”

Responsibilities Include:

Programming

- Working with the Theatre Directors to build and establish strong working relationships with production companies, independent producers and promoters, other producing and receiving venues.
- To keep abreast of the theatre industry, including new and upcoming productions or productions in development, industry people movement, current touring productions and national trends for regional theatre.
- Working with the Theatre Directors to research and negotiate deals with visiting touring productions, one-night concerts, performances and events, monitoring and understanding the risks and the potential revenue generation from ticketing and secondary revenue streams.
- To create and issue deal memos, contractual agreements for all confirmed productions, including the distribution of all key information to relevant departments.
- To act as the key point of communication for visiting companies, producers and promoters.
- To work within the theatre business plan artistic vision for all programming strands.

Home Productions, Co-Productions & BKL Productions

- To undertake availability checks, release casting breakdowns and administrate and co-ordinate the booking of auditions, including liaison with agents and issuing offers and negotiating fees for performers and creatives, under the instruction of the Theatre Directors.
- To enquire and secure rights, licenses and permissions for existing play, opera and musical texts as required under the instruction of the Theatre Directors.
- To create and administrate contractual information for company members such as contractual and payment schedules, authorizing expenditure (under instruction) working with the Theatre Directors and the Finance Department.
- To support the Theatre Directors with the creation, monitoring and evaluation of production budgets.
- To administrate and organise booking rehearsal spaces, travel and accommodation, first night and gala evening receptions (including issuing invites and RSVPs), liaising with company managers and agent requests (directing them to the box office manager)

Education and Outreach

- To support the Theatre directors with the recruitment of key creative and education staff, including the administration of production-based activities as per home productions above.
- To work alongside the project leader / education and outreach staff to ensure at all times company policies are followed, with particular regard for child welfare and licensing requirements.

Administration

- To work alongside the Front of house department and Theatre Directors to support the administration and booking of external hires (for functions, meeting and conference spaces etc) in addition to regular venue hires (such as church services etc).
- To support the theatre directors with other administration duties as required including meeting notes, diary and meeting scheduling, basic HR requirements (such as recruitment exercises, issuing and collating documentation) and keeping personnel files, filing and recording of information, company credit card
- To undertake all other duties as may be reasonably required of you, instructed by the Theatre Directors.

PERSON SPECIFICATION

Position Title:	Theatre Administrator	Date Prepared:	21/08/2019
Department:	ADMIN		

AF= Application Form	I = Interview	T= Test
-----------------------------	----------------------	----------------

	REQUIREMENTS	Essential	Desirable	Assessed
1.	EXPERIENCE AND KNOWLEDGE			
1.1	Basic understanding and experience of theatre producing and venue operations		✓	AF/I
1.2	Knowledge of box office and CRM systems. (e.g. Spektrix)		✓	AF/I
1.3	Experience of working collaboratively with other people	✓		AF/I
1.4	Experience of programming shows, managing events and strong negotiation skills	✓		AF/I
1.5	Tact and skill in dealing with suppliers and external companies with experience of handling complaints and enquiries	✓		AF/I
1.6	Experience of general administration duties in an office environment	✓		AF/I
1.7	Experience of budgeting and understanding profit and loss		✓	AF/I
1.8	The ability to multi task in a busy environment and excellent Microsoft office skills	✓		AF/I
1.9	Experience of relationship building both internally and externally whilst representing an organisation	✓		AF/I
1.10	Good attention to detail	✓		AF/I
2.	COMPETENCIES			
	WORKING WITH PEOPLE			
2.1	a. Demonstrates an interest in and understanding of others b. Adapts to the team and contributes to team spirit c. Able to follow instructions accurately d. Asks questions, consults others and communicates proactively e. Supports and cares for others f. Develops and openly communicates self-insight such as an awareness of own strengths and weaknesses	✓		AF/T/I
	RELATING AND NETWORKING			
2.2	a. Establishes good relationships with customers and staff b. Builds wide and effective networks of contacts inside and outside the organisation c. Relates well to people at all levels d. Manages conflict e. Uses humour appropriately to enhance relationships with others	✓		AF/T/I

	REQUIREMENTS	Essential	Desirable	Assessed
2.3	<p>ANALYSING</p> <p>a. Analyses numerical data, verbal data and all other sources of information</p> <p>b. Breaks information into component parts, patterns and relationships</p> <p>c. Probes for further information or greater understanding of a problem</p> <p>d. Makes rational judgements from the available information and analysis</p> <p>e. Produces workable solutions to a range of problems</p> <p>f. Demonstrates an understanding of how one issue may be a part of a much larger system.</p>	✓		AF/T/I
2.4	<p>DELIVERING RESULTS AND MEETING CUSTOMER EXPECTATIONS</p> <p>a. Focuses on customer needs and satisfaction</p> <p>b. Sets high standards for quality and quantity</p> <p>c. Monitors and maintains quality and productivity</p> <p>d. Works in a systematic, methodical and orderly way</p> <p>e. Consistently achieves project goals</p>	✓		AF/T/I
2.5	<p>ENTREPRENEURIAL AND COMMERCIAL THINKING</p> <p>a. Keeps up to date with competitor information and market trends</p> <p>b. Identifies business opportunities for the organisation</p> <p>c. Demonstrates financial awareness</p> <p>d. Controls costs and thinks in terms of profit, loss and added value</p>	✓		AF/T/I
2.6	EDUCATION AND TRAINING			
3	A minimum of 5 GCSE grade A*-C passes, including in English and Mathematics.	✓		AF
3.1	A Degree level (or equivalent) qualification in a relevant field (English, Marketing, Theatre Management, Producing, Drama etc.)		✓	AF
3.3	First Aid at Work qualification		✓	AF