



Theatre & Lettings Manager

Theatre and Lettings Manager

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| Line Manager: | Headteacher/ Head of Finance |
| Line Manager for: | Casual Theatre Technician Team |
| Main Purpose of Role: | Management of external lettings at Furze Platt Theatre. Coordinating theatre lettings with school activities and events. Planning, promoting and managing fundraising events in the Theatre. Provision of staffing (Theatre Technicians) for external theatre lettings. |

Main duties:

1. Be the main contact for external hirers and handle day-to-day bookings of the theatre. Show potential clients around the venue and coordinate bookings alongside school activities. Communicate with school staff regarding lettings to avoid clashes.
2. Deal with public enquiries and be responsible for supporting clients from initial contact through to their events taking place.
3. Work with the Site Team to ensure the theatre is kept in good working order, that equipment is maintained and the foyer, auditorium, toilets, storeroom and changing rooms are kept clean and tidy. Prior to events, ensure the theatre is 'show ready' with the retractable seating and stage area set up and emergency lighting and fire escapes operational.
4. Recruit and maintain a bank of casual Theatre Technicians to support hirers with the successful running of events ensuring that there is sufficient staffing cover in place.
5. Oversee the technical requirements of events directing Theatre Technicians and other staff as appropriate. This will include devising staff rotas for casual staff and volunteers.
6. Coordinate and arrange any additional services required by hirers including ticketing, catering etc. Liaise with PTFA volunteers who run snack stalls/bars on an occasional basis.
7. Work with the Finance Team to book events, agree hire fees and review the income and expenditure budget on a monthly basis.
8. Promote the theatre and school as a venue via promotional events, publicity materials and communications, liaising with the school Marketing Manager. Review and maintain letting materials for hirers.
9. Plan and manage a rolling program of informal fundraising evenings in the theatre (provisionally taking place on Friday evenings) sourcing and working with local performers/acts/musicians.
10. Be the responsible person for public general safety at events and regularly review, update and maintain the theatre risk assessments, fire safety procedure and statutory H&S checks.
11. Ensure events and hirers have correct licensing documentation and be responsible for PRS music licence returns.
12. Support the Headteacher with the wider aspects of lettings and fundraising for the school.

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties of the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

I have read the Job Description and understand the outline of my responsibilities as set out above. I accept that these may change from time to time in accordance with business requirements and will be reviewed annually as part of my performance appraisal. I also understand that I may be requested to carry out other reasonable activities from time to time which are in line with the requirements of the business.

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| Name: | Signature: |
| Date: | |

Furze Platt Senior School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

