

JOB PROFILE THEATRE AND EVENTS MANAGER	
<p>Job Purpose</p> <ul style="list-style-type: none"> • Reporting to the Assistant Director Operations and Leisure you will be responsible for the operational running of the Assembly Rooms, ensuring it functions effectively and within budget. • To develop Arts and Events in Tamworth providing a year round programme of events/projects • Managing all staff, resources and systems for the venue • Working closely with the marketing team to maximise publicity for all arts and events 	<p>Experience</p> <ul style="list-style-type: none"> • Extensive experience in theatre programming • Experience of day to day theatre management • Experience in Arts development • Experience of team management and development • Proven track record of initiating and delivering improvements in service • Experience of alcohol, food and beverage provision within a business environment.
<p>Functional Responsibilities</p> <ul style="list-style-type: none"> • To develop, implement and review the Assembly Rooms overall business plan • To plan and book a theatre programme by applying your knowledge of audiences, ensuring a balance between different types of productions, being aware of which productions have been well received elsewhere and accepting new work offered by reputable production companies • To liaise and negotiate with production companies to plan the programme of work • To have overall responsibility for managing Arts and Events, co-ordinating and implementing projects with colleagues • To support the commissioning of new pieces of work • To monitor and evaluate the delivery of the Assembly Rooms programme to ensure it meets the needs of the overall business plan • To oversee the development of a catering function for both the Assembly rooms and other event locations • To manage the budget and ensure you meet the financial and operational targets of the Assembly Rooms in line with Financial regulations • To lead a team of theatre staff, working closely with the marketing, finance and administration teams. • To oversee training for front of house and stage door staff • To ensure that the theatre meets the requirements of legislation such as health and safety and licensing laws (theatre managers may act as licensees) and safeguarding children arrangements • To develop partnership working and links with local industry and communities, educational organisations, relevant bodies and the public and encourage engagement in artistic activities • To research write and present reports to senior management and committees as required • Attendance of any meetings of the Council or outside bodies as required • Identify and manage risks including the use of the corporate risk management system 	<p>Knowledge, Skills and Abilities</p> <ul style="list-style-type: none"> • Degree or equivalent in arts administration/arts management/business studies/management; drama/theatre studies • Excellent communication skills for dealing with the public, staff and other related companies • Strong organisational abilities • Business acumen for making sure the theatre is profitable • Leadership abilities to manage and motivate staff • Team work skills and the ability to work alone • Attention to detail to make sure all aspects of the theatre run smoothly • Flexibility and the ability to juggle competing priorities • The ability to work well under pressure in a fast-paced environment. • Knowledge of performance management and financial management methods • Keyboard/it systems skill and ability to use a variety of display equipment • Able to analyse data, solve problems and apply creative solutions, new concepts and untried ideas. • Full driving licence – this post attracts an Casual Car User Allowance

<ul style="list-style-type: none"> • To Act as Duty Manager as required • To act as licensee/DPS for the Assembly Rooms ensuring that all legal requirements are adhered to. • 	
<p>Strategy/Policy Development</p> <ul style="list-style-type: none"> • To develop policy and strategic initiatives in partnership with other to improve the commercial viability of the Assembly rooms. • Operational services policies and procedures 	<p>Attributes</p> <ul style="list-style-type: none"> • Personal credibility with a high degree of integrity • Resilient and resourceful in the face of conflict and uncertainty • Commands the confidence of members, staff and partners