

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

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