



Theatre Administrator: Headgate Theatre, Colchester

Salary: £25,000 - £28,000 pa (pro rata) based on 80-hour month

Colchester has a diverse and active cultural scene, which the Headgate Theatre is proud to be a part of. Established in 2002, with support from Colchester Borough Council and National Lottery Funding, the Headgate is run predominantly by volunteers. In that time it has gone from strength to strength, hosting local amateur drama and musical groups as well as touring groups, musicians and dance schools. The Theatre is about to expand into the adjoining premises to provide an additional rehearsal/performance space as well as much needed backstage facilities.

The Trustees are now looking to appoint a highly motivated and creative Theatre Administrator to assist the theatre and existing volunteers in expanding our programme and partnerships to maximise income in addition to supporting all administrative aspects associated with:

- the hiring of spaces
- the management of an efficient box office function
- publicity and marketing
- building contracts and supplies
- maximising use of volunteer and staff resources
- the achievement of legislative requirements

This post would suit someone with a background in the arts or events management who is highly organised and has excellent administrative and IT skills. Financial knowledge, experience and knowledge of promotional techniques as well as sales and marketing skills are also essential. Ideally the right candidate will have knowledge of a range of ticketing software solutions.

If you want to discuss the role please contact the Chair, David King on 01206 530257

An information pack and application form can be obtained by emailing recruitment@headgatetheatre.co.uk.

Closing date for applications is 28 February 2018 and interviews will be held on Monday 12 March 2018.