

Theatre Manager

As the Theatre Manager I am responsible for managing the venue operations and managing the FOH staff, Stage Door keepers, Electrical and Stage departments.

I report to the General Manager and we have overall responsibility for making sure customers and Producers are well looked after and receive the best possible service.

Some managerial tasks include:

- Duty Managing performances
- Customer correspondence (complains and queries)
- Processing of venue Payroll
- Staff management and HR - Appraisals, disciplinary, recruitment, contracts, holidays, sickness, training etc.
- Finance – Producer contra, invoices, purchase ordering, till administration, daily banking.
- Health and Safety – Complying with regulation, risk assessments, COSHH, accident reporting, inspections and certification, training etc.
- Managing building maintenance and ensuring issues are reported and fixed. Liaising with contractors.
- Stock control and auditing of deliveries and transfers.

Basic working hours are 40 hrs per week, Monday –Saturday. However, this can increase during busy periods and is a mixture of days and evenings.

I have a degree in Dance and Theatre Performance then I started as a Front of House attendant whilst auditioning and progressed to Supervisor. I then applied to become a Front of House Manager and then Deputy Theatre Manager.

I enjoy the variety that the job brings and think that it is a great option for those who are interested in lots of areas of the industry.