

READING
REP
THEATRE

Job Application Pack



About Reading Rep Theatre

'At last Reading has it's own producing theatre' The Stage

In 2012, Paul Stacey founded Reading Rep with a vision to help revitalise Reading's cultural landscape by making and creating the highest quality theatre – with, by and for the town.

Reading Rep's work sits at the heart of the community, and continues offstage with our award-winning flagship community outreach programme ENGAGE, which exists to provide access to the arts no matter your circumstances.

Starting from a small studio venue, Reading Rep Theatre has grown into a 160 seat, state of the art venue, creating world class work. Reading Rep's award-winning productions reach far beyond the venue itself, with productions touring both regionally and nationally, as well as our ENGAGE department delivering workshops and performances in the community.

From these humble beginnings the company have gone on to produce productions with many of the UK's leading emerging theatre makers, including Barney Norris, Roy Alexander Weise, Cathal Cleary, Mike Fentimen, Audrey Brisson, Anna Poppelwell and Phoebe Eclair- Powell.





Reading Rep Theatre
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Reading Repertory Theatre
Registered company no.: 7907370
Registered Charity no.: 1147048

JOB DESCRIPTION: General Manager (Maternity Cover)

We're looking for a General Manager to join Reading Rep Theatre on a fixed-term contract to cover maternity leave.

You'll make sure the theatre runs smoothly, safely, and is a welcoming place for everyone – audiences, staff, and performers. You'll manage the Front of House (like box office and customer service) and Back of House (building maintenance and safety). You'll also oversee our staff and volunteers, handle schedules, and support events and productions.

We're looking for someone who has experience managing people, buildings, events and budgets. You should also have a strong knowledge of health and safety and excellent organisational skills.

If you're passionate about theatre and love working with teams, this role is for you!

Key Responsibilities

Front of House

- Oversee FOH and bar operations, ensuring efficient staffing and excellent customer service and experience.
- Recruit, induct, and train FOH staff and volunteers.
- Manage box office setup for in-house and visiting productions.
- Lead supplier relations and FOH stock orders.
- Handle customer queries, feedback and complaints
- Provide analysis of FOH performance and operations to Exec. Team.

Building Management & Operations

- With the Senior Technician, ensure the venue complies with licenses, Health & Safety regulations, and accessibility standards.
- Maintain building and office security, cleanliness, and functionality within budget constraints.
- Oversee any contractors, ensuring value for money and quality of service.
- Lead on the site management relationship with our landlord.
- Manage Health & Safety policies and training, as well as being an active member of the Health and Safety Committee.

- Act as a key holder and be on call as required.
- Deputise for the Exec. Team as appropriate, leading or attending key meetings or engagements.

Scheduling & Resource Management

- Manage the organisation's schedule, ensuring all events are appropriately staffed and resourced.
- Rota all line managed staff efficiently and effectively.
- Manage the scheduling and delivery of key staff and trustee meetings.
- Oversee recruitment, induction, and training of all staff and volunteers with the Executive Team.
- Overseeing departmental budgets as well as monitoring and reporting stock levels.

Hires & Visiting Companies

- Act as the primary contact for external hires and visiting companies.
- Maximise hire revenue while balancing in-house and outreach department priorities.
- Ensure smooth delivery of hire agreements in collaboration with the Senior Technician.
- Actively seek profitable hires for the theatre.

Production and Education Department Support

- Welcome and orient teams (actors, creatives, facilitators.).
- Support with production administration, including casting, accommodation, and access needs.
- Work with the Education department, supporting projects (including holidays schools and workshops) and ensuring they are suitably resourced and safely delivered.

Person Specification

Essential Knowledge, Skills and Experience

- Experience working in a comparable environment
- Knowledge of Health & Safety legislation as well as practical application
- Proven experience as a line manager
- Experience of building management
- Excellent interpersonal skills and good written and verbal communication skills
- Excellent organisational and time management skills
- The ability to manage a busy workload and prioritise and work to deadline
- Excellent customer service skills, including ability to communicate with customers efficiently in a courteous, professional manner under pressure

Desirable Knowledge, Skills and Experience

- Experience of Theatre or Arts venue management
- Experience of using Spektrix or other box office systems
- Knowledge of Safeguarding
- First Aid qualification
- Knowledge of relevant licensing bodies

Job Summary

Responsible to: Founding Artistic Director and Executive Director

Line Manager: Executive Director

Responsible for: Senior Technician, Duty Manager, Casual FOH Staff, Volunteers

Salary: 30k- 33k per annum dependant on experience

This is a fixed term maternity cover contract

Hours: Full Time.

Office hours are 10am to 6pm Monday to Friday. Building hours are subject to the demands of the programme but are between 9am - 11pm (Monday - Sunday).

This role will be required to work a split of office and building hours. This will require a minimum of two duty management shifts a week (more will be required during production weeks)

Holiday: 20 days plus bank holidays per annum.

Probation period: 6 weeks

Notice Period: 6 weeks

Pension: Reading Rep operates a NEST pension scheme and will make a 3% employer contribution (after completion of 3-month postponement period).

Start Date: February 2025

Location: Reading Rep Theatre, Kings Road, Reading, RG1 4LY. We have an admin office in the adjoining Reading College Campus.

All staff are expected to take an active part in the artistic life of the organisation.

We actively encourage people from a variety of backgrounds with different skills and stories to join us and influence and develop our working practice. We are particularly keen to hear from people of colour and candidates who self-identify as disabled. Reading Rep Theatre is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, caring responsibilities, disability, gender, gender identity, marriage and civil partnership, pregnancy and maternity, race, religion or belief and sexual orientation.

How To Apply

To apply, please send your CV and a covering letter (of no more than two sides each) demonstrating how your experience, skills and qualities make you the ideal candidate for this role to jobs@readingrep.com
Please put **General Manager (Maternity Cover)** in the subject line of your email. Please ensure you send back a completed equal opportunities monitoring form as part of the application.

The deadline for applications is **7th January 2025**

Interviews will be held on the **10th January 2025**