

Purple Monster Training

Theatre Projects Manager

Job Description

Main Duties

The Theatre Projects manager will be required to market and sell Theatre Projects nationally and regionally to Early Years & Childcare Partnerships and other interested organisations. You will take overall responsibility for the management of these projects from selling to booking performance days and organising tour details, as well as liaising with actors, performers, directors and booking rehearsal dates. There will be some responsibility for purchasing of costumes, props and set materials for productions in liaison with the director. You will also be involved in the development process for new pieces through meetings, rehearsals, presentations, budgeting and marketing.

Required Skills and Experience:

Essential:

- Experience of sales and marketing
- Ability to cost theatre projects and workshops
- Organisational and logistical skills and experience
- IT skills, particularly Microsoft Office, Excel, Word, mail merge, and databases
- The ability to construct, present, monitor and manage budgets
- Experience of producing promotional material including commissioning and signing off print
- Full, clean driving license
- Ability to work on own initiative
- Experience of working to and achieving targets
- Excellent communication skills both written and verbal including face to face and on the telephone
- Able to work as part of a team

Desirable:

- Knowledge of touring theatre and the requirements for a successful tour
- Understanding of Early Years Partnerships
- Flexibility
- Willingness to work some antisocial hours
- Experience of evaluating projects
- Self motivated
- Confident
- Creative skills

Responsible for:

A freelance team of actors, as and when employed by Purple Monster Training

Responsible to:

Carol Tallis, Office Manager

Place of Work:

Purple Monster Training offices in the Custard Factory, Digbeth, Birmingham

Hours of Work:

Generally Monday to Friday between 9.30am and 5.30pm, 36.5 hours per week but with some flexibility that may include evenings and weekends and travel away from home.

Salary:

Between £18k and £22K

Probation:

This post is subject to a six month probationary period.