

The logo for SCRUM Theatre, featuring the word "SCRUM" in white, bold, uppercase letters on a red square background.

Staff Vacancy: Venue Manager

Closing date for applications: Monday 29th April

Salary: £4200 - £6600 (£150 per day, variable days) + £112.50 monthly
Accountability Bonus.*

SCRUM Theatre is seeking a highly organised and proactive Venue Manager to oversee the maintenance, operations, and safety of our new premises in Hammersmith and build relationships with communities who are underrepresented in the arts.

The Venue Manager will play a pivotal role in fostering connections with local community groups in Hammersmith, as well as artists across London. They will also ensure the smooth functioning of all facilities and operations in the building, oversee all security and safety protocols, and manage relationships with stakeholders associated with the building.

You'll also be a key member of SCRUM's democratic collective of theatremakers, as we build an exciting new theatre company and charity focused on making better theatre in better ways for the future.

Individuals who may not yet have experience in the theatre industry are welcome to apply.

This position is initially contracted for 3 months, with the aim of transitioning into a long-term role within the charity. We have secured a 'meanwhile' lease on a premises comprising 4 large rehearsal rooms, two performance spaces, and a shared co-working space. The Venue Manager will work 3-5 days a week for the first month to help turn an empty space into a vibrant arts hub. Following that, you will work 2-3 days per week to oversee running and maintenance of the building after we open to the public, as well as acting as point person for our booking system, managed in collaboration with Theatre Deli.

Who are we?

SCRUM Theatre is a year-old CIO committed to pioneering better standards for making theatre at a time of crisis in the industry, as well as providing free-to-access arts training for under-served communities. We're a group of 9 interdisciplinary artists, trained at leading theatre schools all over the world, including the Yale School of Drama, Ecole Jacques Lecoq, and Bristol Old Vic Theatre School, with experience in theatre, film and television. We're championed by an expert team of the country's leading theatre-makers, including Adrian Lester, Nicholas Hytner, Lyndsey Turner, Declan Donnellan, and Nick Ormerod.

Projects in the upcoming year include:

- Transforming an empty building in London into a pop-up theatre training hub for developing artists, with a 50-session programme across the year
- Touring "Twelfth Night" to community venues in postcodes identified by DCMS and ACE as under-funded for the arts
- Delivering our workshops for young artists in each of the communities we visit
- Delivering live and digital resources to schools in these target postcodes

Responsibilities

In the 3-month period of the contract, you will:

- Develop and manage relationships with artists and groups from the local community and the Greater London area, with a particular focus on demographics who are under-represented in the theatre.
- Oversee the day-to-day operations and maintenance of the building, including plumbing, electrical, and security systems.
- Develop and implement maintenance schedules to ensure the cleanliness, safety, and functionality of the building and its facilities.
- Coordinate with external hirers and contractors for repairs, renovations, and maintenance projects.
- Liaise with landlords to address building-related issues and ensure compliance with lease agreements.
- Conduct regular inspections to identify and address any maintenance or safety concerns.
- Manage building security protocols, including access control systems, surveillance cameras, and alarm systems.
- Maintain accurate records of maintenance activities, inspections, and repairs.

- Develop and manage the building's operating budget, including forecasting expenses and identifying cost-saving opportunities.
- Collaborate with others in SCRUM to ensure that the building meets the needs of staff, tenants, and visitors.
- Respond to emergencies and address any issues that may arise outside of regular business hours.
- Stay informed about relevant regulations and compliance standards related to building operations and safety.
- Arranging front desk staffing and appropriate training for your team.

Following the end of the 3-month contract, the Company Artists and Board of Trustees will review the success of the Venue Manager's projects, and the Venue Manager will give feedback to the Company and Board about their experience in the role, constructive criticisms of the organisation, and plans for how to shape the role in future. Should the Venue Manager, Board, and Company Artists all agree, an extended contract will be offered and the position will transition into a long-term role.

Knowledge, skills and experience

We are looking for individuals who have one or more of the following qualifications:

- Proven experience in facilities management or a related field, with a strong understanding of building systems and maintenance best practices.
- Bachelor's degree in Facilities Management, Business Administration, or related field.

In addition, our Venue Manager should ideally have:

- Experience in managing accessible spaces, or a willingness to learn and adapt to support individuals with accessibility needs.
- Experience working with community groups or arts outreach programmes, or a genuine interest in engaging with under-served and under-represented communities.
- An appreciation for the mission and charitable objectives of SCRUM.
- A keenness for collaboration and a desire to work within a collective.
- Good organisational and time management skills, with an eagerness to develop these further and the ability to manage multiple tasks simultaneously.

- Good communication and interpersonal skills, with a readiness to engage effectively with various stakeholders, including staff, tenants, vendors, etc.
- An awareness of relevant building regulations and a willingness to learn about compliance standards, including health and safety regulations.
- An up-to-date DBS Certificate.

The following would be desirable:

- Familiarity with the UK theatre industry
- Familiarity with Google Workspace
- Resident in the Borough of Hammersmith and Fulham
- An ability to communicate specialist information in an accessible way to individuals with less expertise

How to apply

We are interested in applicants from a wide variety of life experiences and skills to join our team. We especially encourage applications from candidates who identify as Global Majority, disabled, and/or LGBTQIA+.

To apply, please provide a CV along with a page-length cover letter which details your fit for SCRUM's values. We also welcome video or audio applications of no more than 5 minutes in length, or any alternative formats that would be more accessible to you.

Please send your application to Lucie Dawkins and Dominic Applewhite at co-leads@scrumtheatre.co.uk with "Venue Manager" in the subject line, and stating where you found out about this job post. If you have any questions at all before applying, please don't hesitate to get in touch.

**All SCRUM staff are paid the same day rate of £150p/d. Certain roles involve taking responsibility for the charity's KPIs, therefore to reflect the higher level of labour involved, those roles receive a fixed 'Accountability Bonus' at the end of each month. These bonuses are taken from a pool allocated by the Board, agreed together by the collective, and reviewed by the collective on a quarterly basis.*