

Community Engagement Manager (Part Time)

The Egg, The Billings and Engagement Department, Theatre Royal Bath

Dear Applicant,

Thank you for your interest in this role. We are keen to find an experienced and efficient candidate to join our team at Theatre Royal Bath.

The Billings is a brand new fringe, community venue at the heart of the Theatre Royal Bath, opening in spring 2027. We believe Community Engagement can be really powerful when the ambition for Inclusion and Art is equally high. Valuing both, The Billings aims to foster creative agency in participants and create life-affirming experiences.

The Billings is an intimate space where artists at any stage of their creative development can play with new ideas and try out original work. A 40-seat venue for grassroots and amateur performances, open mic nights, rehearsed readings, scratch nights, Bath's thriving festival scene, and more. A home for our adult participation programme 'Engage' with a menu of workshops, courses, outreach groups and productions, working with theatre freelancers and open to all. The Billings celebrates theatre-making as powerful community building, aiming to make the opportunity to perform accessible to all.

We are seeking a Community Engagement Manager who cares deeply about connecting participants, visiting companies and audiences with The Billings.

In The Egg, The Billings and Engagement Department we are committed to fostering a diverse and inclusive workforce and strive for equity in our recruitment and employment practices. To inspire and engage more people from underrepresented backgrounds, we are actively working to remove barriers and create fairer opportunities. We aim to diversify our workforce by 20% by 2027 and are therefore taking positive action to encourage applications from individuals who identify as Black, Brown or from other global majority backgrounds, who are currently underrepresented in theatre-making and creative roles. We also encourage applications from those who have experienced barriers to career development due to protected characteristics. Final appointments will be made on merit.

We are happy to make reasonable adjustments to help applicants feel more confident throughout the process, please don't hesitate to let us know how we can help.

If you wish to apply, please complete our [Equal Opportunities Monitoring form](#) and email your CV and your responses to our three questions on page six to Lydia McCotter: recruitment@theatreroyal.org.uk. I enclose the following written materials:

1. Job Description and Personal Specification
2. Background to The Egg, Billings and Engagement department at Theatre Royal Bath
3. Application Procedure

Details of how to apply and complete the questions can be found at the end of this document.

Please ensure applications reach us no later than 12 o'clock (noon) on **Monday 7 September**.

First Stage Interviews will take place on either **Monday 5 October** or **Tuesday 6 October** and you will receive notice of your call to interview no later than **Tuesday 22 September**.

The application process will include an interview, including a short, prepared task. For fair access, questions for interview will be sent out 24 hours in advance.

Thank you for your interest in Theatre Royal Bath and I look forward to hearing from you.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Kaz', with a small dot at the end.

Katherine Lazare (she/her)
Head of Community Engagement



Community Engagement Manager Job Description

Job Title:	Community Engagement Manager
Department:	The Egg, The Billings & Engagement
Reporting to:	The Billings Director (currently Head of Community Engagement)
Responsible for:	Workshop Assistants and Volunteer placements
Location:	The Egg, The Billings & Engagement office
Term:	Part time, permanent. 32 hours per week (4 days, 9am – 6pm), may include some weekends and evenings
Salary & Benefits:	£30,000 FTE, pro rata (£24,000 actual salary for 4 days a week) 4 weeks holiday per annum, rising to 5 weeks after the first year Complimentary tickets for most productions at each of the four auditoria (the Main House, Ustinov Studio, The Egg and The Billings).

Role Overview

This is a new, permanent, part-time role based at Theatre Royal Bath. As a new role working in a new venue, there will be the opportunity to review the job description at the end of the first year of The Billings' operation.

The Community Engagement Manager is responsible for the day-to-day operation, coordination and administration of The Billings space and programme. This includes: co-ordinating visiting artists and companies, co-ordinating volunteers, developing relationships with local communities and partner organisations, responsibility for general management of the venue, and ensuring The Billings is safe, accessible, welcoming and efficiently run.

The role works closely with The Billings Director, The Engagement Administrator, internal departments (Marketing, Finance, Sales, Technical, General Management) and external users to ensure smooth delivery of all activity. The postholder will also act as the internal named emergency contact for The Billings.

This is a cross-departmental role requiring strong organisational, communication, and facilitation skills.

Responsibilities

Community Engagement

- Develop The Billings' outreach strategy alongside The Billings Director
- Co-ordinate and facilitate targeted bespoke engagement work in various community settings across the city
- Identify and respond to needs and interests of community groups

Space Management & Bookings

- Manage the booking process for The Billings, including receiving and responding to requests to use the space
- Write and issue contracts for The Billings visiting companies and artists, and maintain clear records relating to contracts issued.
- Maintain and oversee the diary for all activity in the space, including managing any off-site room booking that may be required
- Ensure clear communication of conditions of use to all space users
- Conduct initial onboarding/housekeeping meetings with visiting companies, groups and participants
- Liaise with the Sales Department to place participation and programming events on sale
- Work with the Finance Department to manage invoicing, contracts, and settlement processes for visiting companies and artists
- Review The Billings risk assessments and user policies annually in collaboration with relevant departments

Access

- Liaise with access providers (e.g. BSL interpreters, support workers) to ensure agreed access requirements are in place
- Implement access requirements and riders, and facilitate adjustments to support access needs, ensuring these are communicated appropriately to the Billings Director and relevant teams
- Work in collaboration with the Access Manager as required to over-see strategic and building access compliance
- Attend the Theatre Royal Bath Safeguarding committee meetings and act as the Adult Safeguarding Lead.

Marketing & Communications

- Liaise with the Marketing Department regarding brochure entries, press releases, and promotional activity for community engagement projects
- Ensure The Billings (including Engage programme) webpage is up to date ensuring programming, participation, and access information is accurate and accessible in association with the Marketing Department

Volunteer and Student & Placement Coordination

- Advertise, receive and respond to 18+ volunteer and student placement opportunities
- Conduct inductions and initial meetings with new volunteers
- Manage volunteer rotas and ensure appropriate cover for activity
- Issue volunteer agreements and maintain accurate records of hours for Finance and Development purposes
- Attend graduate shows of directors, actors, writers and designers at regional performing arts courses and drama schools, signposting graduates to internal producers where relevant.
- Provide ongoing coordination and support for volunteers during activity

Evaluation & Impact Reporting

- Issue and collect surveys and feedback following all The Billings and Engage activity
- Distribute and monitor EDI forms for all users of the space
- Work with the Development Department to ensure evaluation tools remain current and effective

General Operations & Venue Management

- Liaise with General Management regarding cleaning schedules, maintenance, and building operations
- Liaise with the Egg Venue Manager regarding Front of House staffing and Studio technical manager regarding technical staffing as required for activity
- Coordinate technical support and maintenance needs in collaboration with relevant teams
- Ensure smooth running of daily operations within The Billings
- Act as the internal named emergency contact for The Billings

Organisation-wide responsibilities:

- Preparing reports for The Billings Director, Development team, and other stakeholders as required.
- Supporting related fundraising applications.
- Abiding by the financial systems and practices laid out by the TRB Finance Department.
- Attending internal and external meetings as required, including monthly departmental meetings, acting as a champion for the organisation.
- Always acting in the best interests of TRB and acting as an ambassador for The Billings.
- Working with The Egg, Billings and Engagement staff to develop and promote the department's aims, policies and development plan.
- Complying with The Egg, Billings and Engagement's recruitment targets, Child and Vulnerable Adult Safeguarding and Respect at Work policies.
- Undertaking any further training as specified and agreed.



Community Engagement Manager

Person Specification

In completing your application, please refer to the Person Specification outlined below. We know that people don't always meet every requirement listed in a job description, but we would like you to demonstrate the criteria you do possess.

If this role excites you and you think you could bring something valuable to our team, we'd encourage you to apply. We're interested in transferable skills and recognise that experience can come from work, volunteering, education or other life experiences.

Experience

Essential

- At least three years professional experience in a public or participant-facing role, within a theatre, arts or community outreach organisation
- Experience of working with community engagement partners
- An understanding of the fringe or community theatre scene in the UK
- Experience of theatre-making processes and working with theatre venue teams.
- Experience of arts administration processes

Desirable

- Experience of working with vulnerable adults or marginalised groups
- Experience with Spektrix or similar box office systems
- Experience of managing budgets and contracts

Skills and Abilities

Essential

- Excellent interpersonal and communication skills
- Excellent organisational, administration and time management skills, with the ability to prioritise tasks and remain calm under pressure.
- Ability to work independently and collaboratively across: TRB, visiting artists and companies, partner and community groups, stakeholder relationships
- Proactive and practical approach to problem-solving.
- Proficient in Microsoft office

Desirable

- Knowledge of safeguarding, accessibility, and inclusion practices

- Knowledge of organisational or relational databases

Personal Attributes

Essential

- An affinity for The Egg, The Billings and Engagement department values.
- Committed to creating a welcoming environment
- Approachable, compassionate and experienced working with different community groups
- An advocate for access to community theatre engagement for adults
- Reliable, flexible, and punctual.
- Willingness to work evenings and weekends



The Egg, The Billings and Engagement at Theatre Royal Bath

About us

The Egg, The Billings and Engagement Department

The Egg, part of Theatre Royal Bath, is one of the country's most established theatres dedicated to children and young people. Since opening in 2005, it has presented over 900 plays, programming 60 different professional productions each year for audiences aged 0-18, hosting hundreds of theatre companies and introducing thousands of young people to live theatre. The Egg hosts The Incubator, its Egg's idea development programme, from which it produces, presents and tours work nationally and internationally.

The Egg also hosts the body of work produced by its Engagement Department. Recently it launched a new OPEN Start Initiative, offering freelance opportunities to people from backgrounds and heritage who experience systemic under-representation in the theatre industry.

The **Engagement Department** works with many organisations to extend the role that arts and cultural venues play in people's lives, and fosters careers in the arts through a partnership with Bath College delivering the Level Three qualification in Performing & Production Arts; work experience and apprenticeships; a thriving and inclusive Youth Theatre for ages 5-18; creative participation for 18+; bespoke work with schools; strong links with Bath Spa University.

The Operation broadly falls into three subsections, which we sometimes call departments, but we share the same office and are viewed as a single entity. These are:

The Egg. The toured-in programme, producing, touring and all things Theatre for Young Audiences. Consists of Egg Director, Egg General manager and Executive Producer and Venue Manager.

The Billings when the building works are completed, The Billings will be the venue for the theatre's adult community engagement activity, including participation, programming and artist development. The Head of Community Engagement and new Community Engagement Manager will work closely with The Egg and Engagement staff. On completion of the venue, The Head of Community Engagement's job title will change to The Billings Director.

The Billings has been designed by Stirling Prize-winning, world famous theatre architects, Howarth Tompkins, also responsible for The Old Vic theatre, @sohoplac, the revitalisation of the National Theatre

as well as our very own Egg theatre. The Billings building is possible due to support from over 4000 donors, including outstanding support from the Miss Beryl Billings Charitable Trust.

Engagement. This department covers all participation, education and engagement activity.

The department consists of Head of Engagement, Education Producer, Education Coordinator and Participation Programme Producer (Young People).

The Egg, Billings and Engagement also has a full-time Administrator and employs casual receptionists, front of house, workshop assistants and freelance practitioners.

Our Funding Model

TRB is a charity organisation with three (soon to be four) auditoria: The Main House, Ustinov Studio, Egg Theatre and The Billings. It also has a commercial trading subsidiary that produces and tours commercial work around the country and in the West End. Therefore, TRB is not reliant on Arts Council England funding for its existence. The Egg is funded by the profits made by TRB Productions. The Billings and Engage is part-funded by The Miss Beryl Billings Charitable Trust, and subsidised by profits made by TRB Productions.

Although part of The Egg, Bath Theatre Academy is mainly funded by a collaboration with Bath College.



Community Engagement Manager

Application Procedure

Deadline for Applications:

Monday 7 September

First Stage Interviews:

Monday 5 and Tuesday 6 October

Any offer to a successful candidate will be conditional upon:

- Receipt of at least two independent written references, which are satisfactory to Theatre Royal Bath. **Nb:** References produced by candidates will not be accepted.
- Verification of identity and Right to Work in the UK to be produced at interview stage.

Application Procedure

Please submit an up-to-date CV (2 pages max, PDF format) and respond to the four questions below. Please include contact details for your references on your CV. References will only be contacted after a job offer has been made.

We are interested in what you say rather than how you say it.

Please apply in the format that best suits you and enables you to respond fully to the role.

This could be written English, video (BSL/spoken, English/SSE), or an audio recording.

Questions

If answering in written form, please use no more than 400 words per question.

If answering in audio form, please ensure recordings are no longer than 2 minutes per question.

If answering in video form, please ensure recordings are no longer than 2 minutes per question.

1. **What excites you about this role?** We are asking this question to get an idea of why you are applying for this position and why you are interested in working with The Egg, The Billings and Engagement Department.
2. **How are you suited to this role?** We are asking this question to hear about how your experience, knowledge and skills match the person specification. Your answer to this question should give us a really clear picture of the skills and experiences you can bring to this position.
3. **Venue Management and Administration** This role requires managing multiple tasks and maintaining accurate records. Can you describe a time when how you organised and prioritised your work, helped you successfully deliver?
4. **A space for everyone.** Please explain your approach to inclusion.

Please email your CV and answers to your questions to: recruitment@theatreroyal.org.uk quoting your name and Community Engagement Manager – Job Application in the subject line. We may ask you about your CV or your application responses in your interview. Please be prepared to speak about those documents and related experience. We recommend using WeTransfer to send video files if applicable.