



OPERATIONS ASSISTANT & PRODUCTION CO-ORDINATOR (Maternity Cover)

Theatre Royal Bath

Dear Applicant,

Thank you for your interest in this role. We are pleased to be advertising this position and to find an efficient, organised and dynamic individual to provide maternity cover as Operations Assistant and Production Co-ordinator for the Theatre Royal Bath and Theatre Royal Bath Productions respectively.

At the Theatre Royal Bath, we are committed to fostering a diverse and inclusive workforce and we strive for equity in our recruitment and employment practices. We welcome applications from those groups who are traditionally under-represented within the theatre industry and are taking the positive action of endeavouring to actively work across the barriers they face.

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 the [Equal Opportunities Monitoring Form](#) and email your CV and covering letter to Lydia McCotter: recruitment@theatreroyal.org.uk

I enclose the following written materials:

1. Background to the Theatre Royal Bath
2. Job Description and Personal Specification
3. Application Procedure

Please ensure your application reaches us no later than 12 noon on **Friday 4th September**.

Interviews will take place in person at the Theatre Royal Bath **w/c 21st September** and you will receive notice of your call to interview no later than Friday 11th September. If you are unavailable that week, please let us know when applying; this will not affect your application.

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

Yours sincerely,

Eugene Hibbert
General Manager
Theatre Royal Bath



Theatre Royal Bath Operations Assistant (TRB) & Production Co-ordinator (TRBP) (Maternity Cover)

Background to the Theatre Royal Bath

The Theatre Royal Bath is one of the oldest continually working theatres in the country, having originally opened in 1805. A Grade II* listed building, it is described by the Theatres Trust as "One of the most important surviving examples of Georgian theatre architecture".

Theatre Royal Bath comprises 3 auditoria: the Main House, the Ustinov Studio and the Egg Theatre – which between them programme the best of UK touring and international theatre; a mix of drama, comedy, ballet, opera and musical theatre and dedicated work for children and families throughout the year.

Theatre Royal Bath is a registered charity with a charitable purpose to provide high quality entertainment and creative learning opportunities for the community. Regular visitors to the **Main House** include West End transfers from companies including the National Theatre, The Royal Shakespeare Company, Mischief Theatre (The Play That Goes Wrong) and touring companies including English Touring Opera, Rambert Dance and much-loved and award-winning UK and international actors. The Main House also hosts one-night events ranging from stand-up comedy with leading comedians to illustrated talks and music events.

Since 2011, under the direction of first Laurence Boswell, and more recently the internationally acclaimed and multi-award-winning opera and theatre director Deborah Warner, the 120 seat **Ustinov Studio** has transformed to an internationally acclaimed venue for innovative, creative theatre and performance including dance and opera with numerous productions transferring from the Ustinov Studio to the West End. These are presented alongside a continuing programme of high-quality small-scale touring theatre.

The Egg 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, and introducing thousands of young people to live theatre. The Egg team works with partners to extend the role that cultural venues play in young people's lives, and fosters careers in the arts through: a partnership with Bath College (Bath Theatre Academy); a Youth Theatre for ages 5-25; creative participation for 25+ and strong links with Bath Spa University, amongst many other projects.

Plans are underway to open **The Billings**, a new community-oriented venue, in 2027.

Theatre Royal Bath Productions is the theatre's producing arm and has become one of the country's most prolific producers and co-producers with productions touring nationally and regularly transferring to the West End and overseas.



Job Title:	Operations Assistant & Production Co-ordinator (Maternity Cover)
Department:	Operations, Theatre Royal Bath & Theatre Royal Bath Productions
Reporting to:	General Manager
Location:	Theatre Royal Bath, office-based
Start date:	Monday 19 th October 2026
Term:	Full Time, Fixed term to 10 th September 2027
Hours:	37.5 hours per week (5 days), 9am-5.30pm
Salary & benefits:	£30,000 per annum pro rata Complimentary tickets for most productions at each of the three auditoria (the Main House, Ustinov Studio, The Egg) 4 weeks holiday pro rata

Objectives:

- To assist the General Manager in all matters concerning the operation of the Theatre Royal, Ustinov Studio and egg buildings.
- To assist the Technical Manager in all matters concerning the logistical organisation of Theatre Royal Bath and Ustinov Productions.
- To achieve and maintain a high standard of excellence for the Theatre Royal Bath and for Theatre Royal Bath Productions.
- To act always in the best interests of Theatre Royal Bath and Theatre Royal Bath Productions.
- To always abide by financial coding, management, and monetary systems laid down by the Finance department.

Key Tasks and Responsibilities include *but are not limited to*:

Theatre Royal Bath: Building & Operations

- Administration of department budgets, invoices, purchase orders.
- Administration and support for Technical Manager and Maintenance Technician in the day-to-day building maintenance and housekeeping.
- Supporting the Technical Manager in the administration & scheduling of building maintenance & service contracts, including utility and waste.
- Ensuring service and maintenance records are up to date.
- Management and scheduling of cleaning contracts and weekly requirements.
- Assisting the Operations Manager with the management of building health and safety.
- Attend and record minutes for quarterly Operations meetings.

Theatre Royal Bath Productions

- Assisting the Technical Manager with logistical organisation of TRBP and Ustinov productions.as assigned.
- Co-ordinating recruitment and ongoing liaison with freelance production and stage management staff.
- Ordering and arranging payment for props, costumes and equipment hires.
- Arranging national and international deliveries, collections and transport.
- Assisting the Assistant Producers with the booking of rehearsal rooms and tour accommodation.
- Administration of budgets, invoices and purchase orders.
- Management of TRBP on and off-site storage facilities and equipment.
- Loading and unloading theatre van & touring trailers as required.
- Organising first day of rehearsal provisions.
- Assisting the Theatre Director, Executive Producer and Assistant Producers as required.



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Person Specification

In completing your application, please refer to the Person Specification outlined below.

We are looking for someone who is organised, calm under pressure, adaptable in a busy Operations department, and who brings warmth and good humour to their work. We do not expect you to possess all the criteria; however, those in bold are considered essential.

Qualifications

- **Educated to A Level standard or equivalent**
- **Clean Driving License**
- First Aid Qualification
- Fire Marshal Qualification
- Health & Safety Qualification

Skills

- **Computer proficient (Microsoft, including Word, Outlook, & Excel)**
- **Ability to work well with both self-motivation and willing to work under the direction of Senior staff.**
- **Very clear communication skills, both verbal and written**
- **Ability to multi-task, prioritise and problem solve**
- **Ability to research and source information**
- **Good level of health and physical fitness**
- Logistical & strategic planning experience

Experience

- **At least 2 years' experience in an administrative role**
- **Experience working to and administering budgets**
- **Health & safety monitoring & management**
- Knowledge of theatre production
- Experience in building and/ or theatre/ facility management
- Key holder

Personal Qualities

- Confident, enthusiastic, professional and self-motivated.
- Ability to work under pressure and to stay calm, with a practical attitude towards problem solving.
- Ability to prioritise tasks, work flexibly and use your own initiative.
- Welcoming and polite.
- A positive attitude towards learning and personal development.
- Interest in theatre and the arts.

Operations Assistant & Production Co-ordinator (Maternity Cover) Application Procedure

Deadline for Applications: 12 noon Friday 4 September 2026

First Stage Interviews: w/c 21 September

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 covering letter to

recruitment@theatreroyal.org.uk quoting your name and **Operations Assistant & Production Co-ordinator (Maternity Cover) – Job Application** in the subject line. We may ask you about your CV or your application in your interview. Please be prepared to speak about those documents and related experience.