

## **The Phoenix Theatre (Blyth)**

**Job reference (optional):** 01/Y21

**Job Title:** Theatre Operational Manager

**Location:** The Phoenix Theatre, Blyth, Northumberland

**Contract:** Initial 1 year contract (with intention to extend) subject to a three-month probationary period

**Salary:** £26,000 to £28,000 per annum plus Pension Scheme

**Holidays:** 20 days pa (plus bank holidays)

This is an exciting moment to be joining The Phoenix Theatre. Following a hugely challenging time for the sector throughout 2020, we are looking forward to opening our doors again in June 2021.

Our Theatre Operational Manager needs to provide the glue which holds together an energetic and passionate mixture of people, projects, and priorities. The Theatre Operational Manager will manage our people and our day-to-day operations, including managing a team of staff and volunteers who are responsible for providing all aspects of customer service within the venue including front of house, Box Office, bar, venue and event management, technical support, room booking and general customer enquiries.

The post holder will recognise and value all that makes the Phoenix one of the most ambitious and exciting theatres in Northumberland.

The Theatre Operational Manager will also play a key role in the trading subsidiary and will be responsible for generating new opportunities to develop the capacity of the organisation, develop new business, generate income to ensure a sustainable future for the organisation. While working closely alongside the Finance Director the postholder will ensure that maximum profit is achieved for specific areas of the business including running events, overseeing, bars and managing external commercial hirers.

This is not an entry-level job, therefore is it for the faint-hearted. The Phoenix is about to go through another burst of growth; we want someone who has the capacity to hit the ground running, not afraid to get their hands dirty and can grow with us through our next phase.

This role offers the successful applicant to help take the Phoenix to the next stage of its development and the opportunity to be a central part of a team that aspires to produce a vibrant and creative programme in South East Northumberland's only theatre.

For job description and Job Spec please click [here](#).

Start: Immediate start

Closing Date: Friday 2nd July 2021 at 5pm

Interview Date: Saturday 10<sup>th</sup> July 2021

For further information please contact Alison Thoburn, Administrations Director  
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