



## COMPANY MANAGER RECRUITMENT PACK - June 2025



Thank you for your interest in joining Brighton People's Theatre.

This recruitment pack is designed to tell you more about us, the job role you would be doing, the skills and knowledge you would bring to the role and the qualities and values we're looking for. It also explains the application process. If you have any feedback or questions about this recruitment pack or require it in a different format, please let us know.

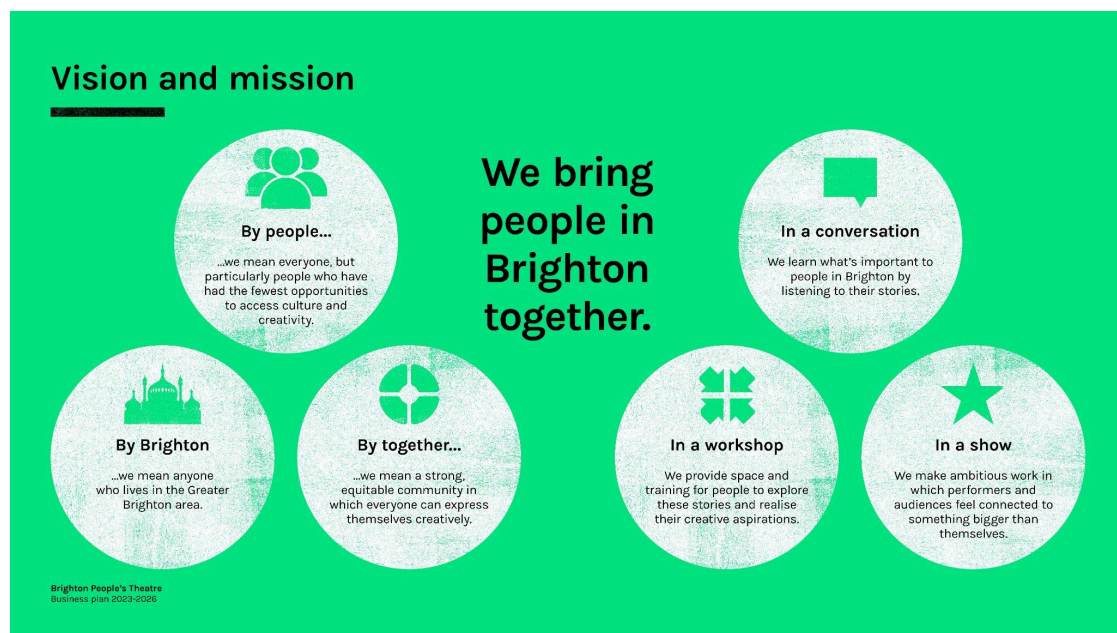
If you would like to have an informal conversation about the role before applying, please call us on 07503 430188 or email our CEO and Artistic

Director, Naomi Alexander, at [naomi@brightonpeoplestheatre.org](mailto:naomi@brightonpeoplestheatre.org)

Thank you for reading this pack, and if you decide to apply we look forward to receiving your application by **Wednesday, 25 June at 9am.**

## About Brighton People's Theatre

Brighton People's Theatre brings people together to be part of something bigger than ourselves. We co-create original theatre with people who have had the fewest opportunities to make theatre.



We pride ourselves on creating a diverse community of people from all walks of life. From our monitoring data we know that 58% are from working class backgrounds, 35% are from the global majority, 60% have mental health challenges, 25% are neurodiverse, and 82% have never done anything like this before.

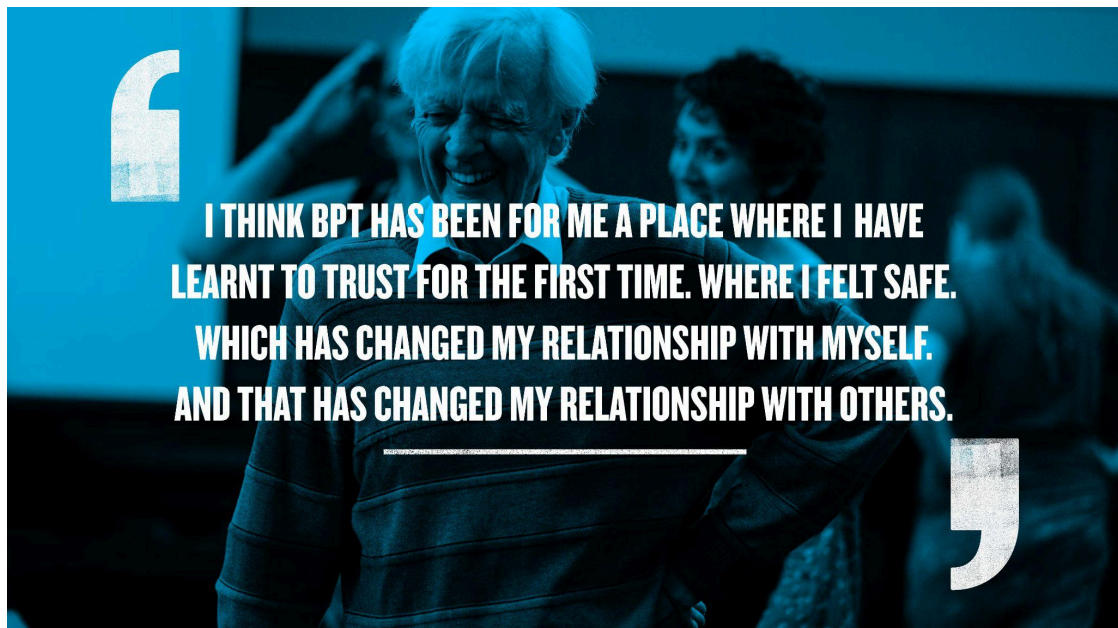
We run all of our activities on a Pay What You Decide basis, and work hard to remove psychological, social and economic barriers that might stop people participating in theatre.

We are an Associate Company at Brighton Dome and Festival and the Attenborough Centre for the Creative Arts (ACCA) at Sussex University. Both organisations offer space and staff time in kind to support the development of our work. In 2024, our show, *Born and Bread*, was commissioned by the Brighton Festival and was a sell out success at the main theatre at ACCA. We have strong relationships and partnerships in place with a wide range of community organisations.

In September we will be heading into the third year of a 3 year Arts Fund

grant from the Paul Hamlyn Foundation who have supported the development of Brighton People's Theatre since 2019. This funding is enabling us to deliver our current business plan which [you can read here](#).

We are also fortunate to receive funds from Arts Council England, the local authority, Enjoolata Foundation and the Garfield Weston Foundation and are constantly working to diversify our funding streams. We also earn around 10% of our annual income from our membership and Pay What You Decide donations.



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Despite this, like all small charities, we are finding the current financial climate challenging, hence the short-term nature of this contract. We have funding bids already submitted and in development to extend the contract if successful.

We are a nationally recognised leader in the field of co-creating theatre, and each year we train dozens of Directors and Producers from across the UK in our unique approach and methodology. We regularly speak at conferences about our work and we have been featured in many different scholarly books and articles.

We are currently co-creating our next show, *The Museum of Life*, with our members, which will be performed at a work-in-progress sharing at the end of November.

You can find out more about our activities and read our annual reports on [our website here](#).





## **Working, wellbeing and learning at Brighton People's Theatre**

As a people's theatre, we run workshops during the daytime, two evenings a week (Tuesdays and Thursdays) and have occasional longer workshops or rehearsals at the weekends. As a community-rooted company, we are well-suited to people who live nearby and are looking to work locally,

We want to help people achieve their potential while working at Brighton People's Theatre. We prioritise our mental health and wellbeing by having regular team days to share and learn from each other. We are a small, supportive and highly collaborative team, with everyone playing a part in co-creating the organisation.

We invest in our people through provision of an annual training budget for each member of the team which develops us as individuals and brings new knowledge to the organisation.

All staff who work face-to-face in workshop settings can access monthly process supervision from [Artist Wellbeing](#).

## **JOB DESCRIPTION**

### **COMPANY MANAGER – 2 days a week**

Responsible to: CEO and Artistic Director  
Works with: CEO and Artistic Director, Associate Director, Communications Manager, Access and Support Manager, Freelance Finance Support, Freelance Staff and Funders

#### **Scope of post:**

Working closely with the CEO and Artistic Director (CEO) and the rest of the Brighton People's Theatre team, the Company Manager role is pivotal within the company.

As a part-time post of 2 days a week, working 7.5 hours a day, the Company Manager role will focus primarily on the areas of Operations, HR, Legal, Finance and Fundraising. The role is essential in ensuring the organisation has effective operational systems to deliver its work.

It will ensure the smooth running of the administrative functions of the company, that the company meets its legal responsibilities and that there is an effective management framework for all our work.

It is a mixed and varied role, with autonomy and responsibility, and a requirement to work flexibly as part of the team.

#### **Contract Terms**

The postholder will be required to work 2 days a week at the Brighton People's Theatre office in Central Brighton. Ideally, this would be on a Monday and Tuesday, but we can be flexible around available desk space and team schedules.

#### **Salary**

2 days or 15 hours a week, salary £32k (pro-rata).

The post will be a short term (11 month) salaried contract from 9th September 2025 - 31 July 2026 (with probable extension subject to successful fundraising bids).

#### **Location**

Ideally, this role will be based at the company office at the Old Courthouse in central Brighton with attendance at workshops, performances and events at various locations including Friends Meeting House and Community Base in Brighton and Hove where

necessary. We will also consider applications for hybrid and remote working for people who are not based in the city.

### **Holiday**

25 days per year pro rata, plus Bank Holidays, plus the Company is closed between Christmas and New Year.

### **Pension**

Brighton People's Theatre operates a defined contribution pension scheme. All eligible staff members will be automatically enrolled after three months' service and contributions will be made at the current rates as set by the Pensions Regulator, which is 8% of qualifying earnings (3% employer/5% employee). For more details, [please visit here](#).

### **Probationary Period**

For this short-term contract, there is a three month probationary period. Your notice period during this time is two weeks for you and Brighton People's Theatre.

### **Notice Period**

The notice period is one month for you and Brighton People's Theatre.

## **KEY AREAS OF RESPONSIBILITY**

### **Operations**

- Responsible for managing organisational systems, including IT and software, and maintaining an inventory of equipment and other assets
- Managing and updating the company handbook, staff and trustee contact sheets and other company information documents
- Lead on the annual review and update of all company policies and procedures with CEO and the Trustees
- Organise the collection and processing of evaluation and learning data, generating ideas for improvement and collaborating with the CEO and external evaluator
- Working with the Communications Manager to manage the collection of monitoring data for members, audiences, participants, job applicants and freelance workers/artists, ensuring we adhere to the GDPR (General Data Protection Regulations) at all times
- Manage the office space and the day-to-day running of the office, including ordering office supplies
- To act as Designated Safeguarding Officer (the CEO is the Safeguarding Lead) and First Aider (the CEO and Associate Director are qualified Mental Health First Aiders)

- Responsibility for implementing operational delivery of workshops and performances/events, securing appropriate locations and scheduling spaces
- If organisational delivery is threatened, ensure the CEO is informed and work collaboratively to resolve issues

## **HR**

- Management and administration of company recruitment processes with the CEO, including the collation of recruitment and induction packs, collating applications and providing the paperwork for all interview processes
- Preparing contracts for artists/freelance workers and other contracted members of the team in line with ITC/Equity and other statutory staffing agreements
- Maintaining the Personnel filing system and ensuring the HR admin processes remain fit-for-purpose, including Annual Leave Processes for the PAYE staff team

## **Legal**

- Service the Trustee meetings, including arranging and minuting meetings, distributing Board papers, collating Board papers and producing papers as directed by the CEO and/or Chair
- With the CEO ensuring the company's compliance with HMRC and the Charity Commission
- Ensuring that the company is compliant with all legal requirements as covered by the relevant legislation, including Health and Safety, Insurance, Employers and Public Liabilities, Equality Act and Disability Discrimination Act, etc, through ongoing research and by updating company policy documents and ensuring the CEO and Trustees are aware of changes

## **Finance and Fundraising Support**

- Support budgeting processes and cashflow predictions with the CEO and Freelance Finance Support
- To contribute to the creation of project and organisational budgets with the CEO and Freelance Finance Support
- Administering and collating the data and information needed for funding bids and reporting to funders, where necessary
- Writing small funding bids and sections of larger funding bids to support the CEO
- Maintaining an overview of progress against fundraising targets, funding reporting requirements and application deadlines and planning workload accordingly
- Maintain up-to-date records of funding bids and update the case for support
- Maintain a spreadsheet of quotes from evaluation and workshop

reports that could be useful for fundraising

### **Joint Team Responsibilities**

- To embody the [BPT Way of Being](#)
- To abide by the joint team responsibilities as outlined in the staff handbook
- Actively contribute to the co-creation of and learning of the organisation sharing ideas and developing collaborative ways of working
- Representing the Company at public events, receptions, etc, where necessary

### **PERSON SPECIFICATION**

Brighton People's Theatre comprises a team of contracted salaried staff and freelancers, all of whom are highly skilled and committed to their roles. All staff members are expected to contribute as appropriate to the Company's success.

This post provides an ideal opportunity for someone to develop and strengthen their managerial responsibilities within a pivotal role in a small and supportive team.

### **Essential Skills and Attributes**

- At least three years of paid management experience in an arts administration, community development organisation or charity
- Strong organisational skills:
  - Orderly and systematic
  - Able to prioritise own workload
  - Problem solver
  - Able to meet deadlines
  - An excellent eye for detail
  - Ability to multitask
- Excellent verbal and written communication skills and ability to establish rapport with a wide range of individuals and organisations
- Experience in managing budgets
- A commitment to the principles of inclusive ways of working and equal opportunities
- Experience in HR, preparing contracts and negotiating with a range of individuals and organisations
- Experience in managing processes and large projects successfully including reporting to funders
- Commitment to working collaboratively within a small team
- Ability to work quickly and stay calm under pressure



### Desirable Skills and Attributes

- Knowledge of theatre and performance, and a desire to learn more
- Experience of producing theatre in a community setting
- Experience in fundraising
- Knowledge of Brighton and the surrounding communities and the people who live here
- Experience in managing recruitment processes
- Experience of working with Xero

### Making an application

Our commitment as an equal opportunities employer means we are keen to encourage applications from people from the Global Majority, people across the gender spectrum and people who are from working class backgrounds, who are underrepresented in our sector.

- Deadline for applications is **Wednesday, 25 June at 9 am**
- Interviews will be held on **Wednesday, 2 July**, at the Old Courthouse in Brighton
- Ideal start date: 9 September 2025

To apply, please send a CV (no more than 2 pages of A4) and a covering letter (no more than 2 pages of A4) explaining how you meet the person specification. If you would prefer, you are welcome to send us a short video no longer than five minutes explaining how you meet the person specification alongside your CV. Please send your application to Naomi Alexander at [naomi@brightonpeoplestheatre.org](mailto:naomi@brightonpeoplestheatre.org).

Please also [complete our Equality Monitoring survey here](#).

The Equality Monitoring Survey is anonymous and is not sent to the person who receives your application. It helps us understand whether we are succeeding in promoting equality of opportunity and encouraging representation. It is completely separate from your application, and we do not connect the two.

Once you have sent us the documents above, by the deadline, we will let you know we have received your application. **We will not accept applications received after the deadline.**

## **Interview Process**

We will shortlist the applicants we would like to meet for an interview. Our shortlisters will be looking for you to have done the following:

- Sent us a completed application before the deadline
- Clearly showed us how you share our values
- Given us examples of how you meet the points in the 'Person Specification' section above
- Given us relevant information about your work history/experience and any training (remember to make sure to tell us about any gaps when you weren't working)

We will offer interviews to the applicants who have shown us these things most strongly.

All applicants will receive a response from us to confirm whether or not they have been selected for an interview. We aim to give at least half a week's notice ahead of the interview date. We will send copies of the interview questions in advance to enable you to do your best at the interview.

Interviews will be held in person at Brighton People's Theatre offices at The Old Courthouse in central Brighton with Naomi Alexander, CEO and Artistic Director and one other member of staff. All applicants who attend an interview will be offered feedback. It is not possible for us to give individual feedback if you have not been selected for an interview.

Thank you very much for your interest in this role. We look forward to hearing from you.



**IT HAS DONE SOMETHING TO ME.  
ON A DEEP LEVEL. IT HAS ALTERED  
MY SELF-ESTEEM. OR WHO I IMAGINE  
I AM. AND WHAT I FEEL I CAN DO.**