



## THEATRE FACILITIES MANAGER

### JOB DESCRIPTION

<b>Start Date:</b>	April/May 2026
<b>Salary:</b>	£41,000 - £43,000 per annum.
<b>Terms:</b>	Permanent contract, full time.
<b>Hours:</b>	40 hours average working week Monday-Sunday. Most typically between 8am – 6pm, Monday to Friday.
<b>Reports to:</b>	Head of Stage, with secondary reporting to the Director of Productions
<b>Location:</b>	Bridge Theatre, 3 Potters Fields Park, SE1 2SG
<b>Probationary period:</b>	3 months
<b>Notice period:</b>	4 weeks' notice during probation; 8 weeks thereafter

### ABOUT LONDON THEATRE COMPANY

London Theatre Company is a commercial theatre producing company led by Nicholas Hytner and Nick Starr. Our intention is to create a culture, ethos and economic model that supports writers, directors, designers and actors to work at scale in a space that is complementary to those of the subsidised theatre and West End. A new venue in King's Cross, Lightroom, opened in 2023.

### ABOUT THE BRIDGE THEATRE

The Bridge is London Theatre Company's first new theatre. It has a stunning riverside location on the south bank of the Thames, right by Tower Bridge and five minutes' walk from the transport hub of London Bridge station. It is designed by Haworth Tompkins, winners of the 2014 RIBA Stirling Prize for Liverpool's Everyman Theatre. It has 900+ seats and can be configured in end-stage, thrust and promenade formats.

The Bridge opened for the first time in October 2017, and has since produced a variety of plays, musicals and events including *A German Life*, a one-woman show starring Maggie Smith. *My Name is Lucy Barton*, performed by Laura Linney, and *Straight Line Crazy*, with a cast led by Ralph Fiennes, both transferred onwards to New York. The Bridge's first musical, an award-winning immersive reimagining of *Guys & Dolls*, played for 2 years, closing in January 2025. This was followed by *Richard II* starring Jonathan Bailey; a revival of our hit 2019 production of *A Midsummer Night's Dream*, and Simon Stone's *The Lady From The Sea* featuring Alicia Vikander and Andrew Lincoln. A new production of Stephen Sondheim's musical *Into The Woods* opened in December 2025, and will play until Spring 2026.

### ABOUT THIS ROLE

We are looking for a Theatre Facilities Manager to join the Bridge Theatre to manage the building systems on site. This role is open to those with a technical mindset and eager to learn new systems. Full training will be provided but a background working practically and basic

experience working on technical systems is essential. The Theatre Facilities Manager will be a core role that ensures the smooth running of the building.

You may have experience in facilities, production, operations or project management but are interested in applying your skills here. We are interested in people from varied backgrounds who understand how a theatre runs and want to engage with building management here at the Bridge Theatre.

## **DUTIES AND RESPONSIBILITIES**

- Managing policies and strategy regarding all building systems.
- Liaising and coordinating with the estate team of One Tower Bridge.
- Arranging planned preventative maintenance.
- Performing basic reactive maintenance as required.
- Administratively, financially, and practically managing all facilities on site.
- Working closely with other departments and managers at the theatre to ensure smooth running of the building.
- Reviewing contracts and performing procurement processes where necessary
- Performing reactive maintenance as noted by wider teams (e.g. basic plumbing, carpentry, painting).
- Booking planned maintenance as indicated by PPM contracts.
- Budget management and long-term planning of finances in relation to required works.
- Environmental impact reporting and improve sustainability for the venue.
- Booking contractors and working with them on site in all facilities systems.
- Reviewing maintenance contracts and managing procurement where necessary.
- Acting as a keyholder and attending the theatre out of hours where necessary.
- Risk assessing all work in facilities and ensuring high health and safety standards.
- Acting as Duty Technical Manager for occasional performances.
- Acting as Core Fire Marshall during daytime shifts.
- Chairing and spearheading the theatre Green Committee.
- Chairing monthly Health and Safety Committee meetings.
- Attending Theatre Operations meetings and collaborating with departments on the management of the theatre.
- Planning building improvement works as finances and schedules allow.
- You will be responsible for the management of the following systems:
  - HVAC (Heating, Ventilation and Cooling)
  - Life safety: Fire Alarm, Sprinklers, Smoke Extract, Emergency Lighting
  - Security: Door Access, CCTV, Intruder Alarm, Keys
  - Electrical: Main building intake and distribution
  - Plumbing: Water supplies, Drainage
  - Access: Lifts, Doors, Shutters, Alarms
  - BMS (Building Management System)
  - General Maintenance: Carpentry, Painting, Fixings



- IT and Networking
- Environmental Impact: Carbon Footprint, Waste Management, Sustainable Procurement.

You will work closely with all departments to deliver this. The role is partially desk-based and partially hands-on. You will be responsible for the above in all aspects including external contracting, software management, health and safety, finance, scheduling, and all associated administrative elements.

### **Person Specification:**

- Proactive attitude and excellent problem-solving skills.
- Good interpersonal skills – ability to communicate with contractors, stakeholders and senior members of staff
- Tenacity and dispute resolution skills
- Proven ability to prioritise in a busy environment
- Understanding of Health and Safety management and risk assessment
- A technical mindset
- Minimum 3 years' experience working in facilities, operations or production
- Experience of working in a theatre
- Financial and budgetary experience
- Good written and numerical skills
- Basic practical skills and experience.

### **HOW TO APPLY**

To apply: please email [recruitment@londontheatrecompany.co.uk](mailto:recruitment@londontheatrecompany.co.uk) with your CV and covering letter about why you would like to be considered for the position. We also ask that you complete an Equal Opportunities Monitoring Form either via [this link](#) or via our website.

**Deadline for applications:** Thursday 12 February, 6pm

**Interviews will take place:** Towards the end of February 2026.

For more information or if you have any queries please visit [our website](#) or email [recruitment@londontheatrecompany.co.uk](mailto:recruitment@londontheatrecompany.co.uk)

*We are an equal opportunities employer and value diversity. We encourage applicants from different backgrounds and different experiences.*