



## **THEATRE ADMINISTRATOR**

### **JOB DESCRIPTION**

<b>Salary:</b>	£30,000-32,000 per annum dependent on experience
<b>Terms:</b>	Permanent Full Time contract
<b>Hours:</b>	37.5 hours average working week over 5 days Monday-Friday
There is no overtime agreement as part of this contract, but TOIL will be given for hours worked beyond the average.	
<b>Holiday:</b>	20 days + bank holidays per annum pro rata
<b>Reports to:</b>	Director of Productions
<b>Location:</b>	Bridge Theatre, 3 Potters Fields Park, SE1 2SG

### **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**

This role provides administration and internal communications support for the Bridge Theatre staff and a link between the Theatre and the London Theatre Company office. This role works closely with the Director of Productions, Heads of Departments, House Manager, Finance Department, Theatre Facilities Manager and other managers/supervisors at the theatre and supports the day-to-day operational running of the venue.

**DUTIES AND RESPONSIBILITIES****Administration**

- Provision of a clear and operationally effective administration and information support system for all departments
- Working closely with the Payroll and HR Generalist to provide payroll and HR support between Technical departments and the Finance department. This includes providing weekly payroll information for all show staff, creating and tracking all technical contracts, producing end of contract reports and assisting with expenses (in coordination with Payroll and Finance)
- Tracking technical team hours and maintaining TOIL records
- Providing analysis of hours worked across the technical team for each production, as well as weekly staffing running costs
- System Administrator for the rota system for Technical teams managing TOIL and annual leave
- Coordinate, manage requests and update the online Building Diary
- Working closely with the Bridge Theatre Senior Management on project work as required and providing senior managers with administrative support as reasonably required
- Chair and record minutes at operations meetings in the venue and follow up to ensure actions are taken and information is passed to relevant persons/departments
- Ensuring consistent and transparent communication across managers, including Senior Management Team, of theatre activities and operations

**Compliance:**

- Maintaining up to date record keeping for all Health & Safety and Security incidents and reviewing these with the Bridge Theatre Senior Management team on a monthly basis.
- Minuting the monthly Health & Safety Committee meetings, assigning actions to relevant members of staff and chasing for updates.
- Assigning investigators to all incident reports and ensuring the upkeep of incident reporting structure.
- Attending and minuting quarterly Security Forum meetings as appropriate.
- Providing slick Health & Safety reporting back to the London Theatre Company Executive and Board on a regular basis.
- Alongside Theatre Facilities Manager lead on training across all departments in the theatre, being the main point of contact between the theatre and our external H&S training provider. Managing the online portal, ensuring training is up to date, scheduled and recorded.
- Supporting managers in the implementation of health and safety procedures, training and good practice
- Support the HR function in maintaining and disseminating policies, procedures, and staff manuals

**Building/Theatre:**

- Support the Senior Team in liaising with the estate and landlord and provide written reports and administration for any incident occurring at the venue, including ensuring adequate records are kept

- Point of contact for visitors to the venue as necessary, ensuring any required inductions are given
- Support the Facilities team when necessary ensuring the smooth running of the building
- Be one of the pool of Fire Marshalls for the building during the day

## HR

- Lead on recruitment for all departments at the Bridge and assist with recruitment of London Theatre Company office staff when necessary
- Inducting new staff at the theatre, managing the allocation of access fobs/cards and keeping this information up to date
- Responsible for onboarding and offboarding Bridge theatre staff as required by HR procedures and ensuring valid proof of right to work is checked and documented in coordination with HR
- Issuing contracts for all Technical Contracted Show Staff and ensuring the completion of onboarding and offboarding processes
- Responsible for conducting Display Screen Equipment (DSE) workstation assessments to reduce risks and provide training and information for all staff
- Be a Mental Health First Aider

## Person Specification:

### Essential

- Strong organisational and administrative skills
- Ability to manage dynamic and changeable workloads
- Approachable and friendly
- Experience of working in administrative roles, or areas of the industry with relatable responsibilities (e.g, stage management or production/event management)
- Proven ability to work with existing and create new admin systems
- The ability to work well under pressure in a collaborative environment
- Strong I.T skills and the ability to utilise a range of different software packages to organise and streamline information handling
- The ability to handle a wide range of tasks and project work consecutively and proactively and manage multiple tasks concurrently
- Punctual and reliable, with an understanding of the importance or confidentiality in the workplace
- Ability to communicate with people at all levels both internally and externally
- Flexibility and willingness to work occasional evenings/weekends as required

### Desirable

- A good working knowledge of using Smartsheet
- Health and Safety Qualification IOSH or similar
- Experience of working in a producing house theatre
- Trained Mental Health First Aider



## HOW TO APPLY

To apply: please email [hr@londontheatrecompany.co.uk](mailto:hr@londontheatrecompany.co.uk) with your CV and covering letter about why you'd 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 26th February 2026 12pm.

Interviews will likely take place from the 2nd March 2026.

For more information please visit [our website](#). If you have any queries, please contact [hr@londontheatrecompany.co.uk](mailto:hr@londontheatrecompany.co.uk)

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