

CANDIDATE INFORMATION PACK
PROGRAMME MANAGER





WELCOME FROM THE DIRECTOR AND CHIEF EXECUTIVE



The Yvonne Arnaud is a fabulous theatre with an historic past and an exciting future.

I am delighted that you are interested in the role of Programme Manager at the theatre.

A local theatre with a national reach, the Arnaud is a cultural community hub with theatre at its core. Our mission is to produce and present vibrant, outstanding, entertaining drama for the many communities of Surrey and the South-East. With a thriving studio space and creative learning and community engagement programme, we are an artistic resource and a cultural hub; a safe space for our many communities across Surrey and the South East.

The theatre is a charity and, other than some grant funding from Guildford Borough Council, generates all its revenue from a mix of box office income, catering, events, hires and philanthropy. We use our business acumen to deliver our charitable objectives. This is reflected in our programme which balances mainstream touring work such as *Six* or *Death on the Nile* with diverse and challenging pieces such as *Consumed* and *I, Daniel Blake*. Our programme is deliberately broad, diverse, mainstream and offbeat, entertaining and inherently theatrical. The core drama programme is supported by spoken word, comedy, dance, musical one-nights and work for families and young people whilst the Mill Studio focuses on younger companies, contemporary voices and social political work.

As well as our audiences, who are drawn from across the county, the building is a resource beyond that of a traditional theatre providing a home to many different groups who use it as a place to meet, share and come together and engage in social, educational and arts activities.

We have just completed the ambitious restoration of this iconic 1960's theatre improving access to all our front of house spaces and our auditorium, paving the way for expansion of our Creative Learning and Community Engagement programme and celebrating the theatre's position on the banks of the River Way.

Alongside our presented programme, we also make our own work. Our annual large scale spectacular pantomime is a regular fixture in the Guildford calendar and takes up a large part of our year in planning and preparation and plays to around 26,000 people each year.

Since 2022 we have made successful national tours of *Sheila's Island*, *Ladies of Letters* followed by a new political comedy *Party Games!* all of which were commissioned or adapted for the Arnaud.

Most recently we co-produced of *A Comedy of Errors* and *A Company of Rascals* by Phil Porter in promenade around and outside the theatre to celebrate the end of our building works. We were also associate producers of New Wolsey Theatre & Wiltshire Creative's touring production of *Brief Encounter* and have co-produced *Houdini's Greatest Escape* with New Old Friends which then headed on a national tour.

Our Creative Learning programme widens access to the arts for underrepresented and marginalised groups across Surrey. Through targeted outreach inclusive workshops and funded opportunities the programme removes barriers for children young people and isolated adults to engage creatively and meaningfully with the arts. In 2024 the programme delivered Discover Theatre, young creatives panto partnerships and Showgoers each creating vital pathways for creative participation confidence building and community connection.

Guildford is the county town, set in the affluent Surrey Hills with an increasingly younger demographic which gives us opportunities to develop our audience beyond our core. The borough has its share of deprivation and the theatre is committed to engaging with and providing opportunity for and engaging those people who have limited access or opportunities to engage with the arts.

We do this through our programme, our creative learning and outreach work, through funded tickets, community partnerships and promoting the building as a safe and welcoming space for everyone.

You would be joining an experienced, hard working, small team, all of whom are committed to building on our success, ensuring the theatre and our audiences thrive and benefit from the thrill and delight of live theatre.

Our values are to be creative, dynamic, inclusive, resilient and welcoming. If these chime with you, then we would encourage you to make an application for the role by filling out the application form and writing us a letter, telling us about yourself and your experience, why you might fit the role and why you are interested in working with us.

JOANNA READ
DIRECTOR & CHIEF EXECUTIVE

YVONNE ARNAUD THEATRE



YVONNE ARNAUD THEATRE



THE THEATRE

The Yvonne Arnaud Theatre is a Grade II listed 1960s theatre designed by BrownRigg and built in 1965. The funds for the building were raised by subscription and philanthropy from the people of Guildford and Surrey.

Actor Sir Michael Redgrave led the campaign to raise funds and build the theatre with support from many other leading actors of the day, including Dirk Bogarde, Vanessa Redgrave and Susan Hampshire.

The theatre has a tremendous legacy, loved by artists and audiences alike for its intimate auditorium and generous well-equipped stage, in its heyday in the 1980s and 1990s all major actors and directors worked here, on tour and prior to the West End.

The theatre is an exceptional playhouse at its best when used as such, presenting and producing drama that connects with its audience. The theatre has two auditoria, the main house seating 586 and the Mill Studio seating 80.

The Mill presents work by emergent and local artists and the River Room is home to the Creative Learning Programme.

On an average year around 128,000 people attend a performance or event at the theatre.

The theatre is a charity limited by guarantee.

MISSION

A regional theatre with a national reach - our mission is to produce and present vibrant, outstanding, entertaining drama for the many communities of Surrey and the South East. With a thriving studio space, creative learning programme, we are an artistic resource and a cultural hub; a safe space for our many communities. We enable people of all ages across the South to participate in the thrill and delight of live theatre benefitting their health and well-being and realising stronger, more meaningful, social relationships and building prosperous and cohesive communities.

The Yvonne Arnaud Theatre believes that art changes lives; that engagement in arts activity as a participant or an audience member is central to the wellbeing of an individual, to promoting good mental health and emotional engagement and that theatre is a cohesive and socialising force for good. The Yvonne Arnaud Theatre enriches the lives of the communities it serves by offering and encouraging opportunities for learning, for creativity and personal and social development through its broad programme of theatre and arts activity.

VISION

A cultural community hub with theatre at its core.

Based on: our Artistic Programme, Community Engagement, Creative Learning Programme and Cultural Leadership.

Supported by: Public Engagement, Customer Experience, Fundraising.



Sheila's Island





COMMUNITY IMPACT



In 2024/25, we did all this - even with 13 weeks of no performances, and ongoing building works....

Creative Learning

3,098 people took part in 245 sessions

181 pupils & students received free educational activities at the theatre.

Young Creatives Project

25 year 10 students achieved the Bronze

Arts Award through this funded project targeting young people with limited access to the arts.

Discover Theatre Project

10 deaf children supported by Guildford

Grove's specialist Lighthouse Centre completed a panto based project and achieved their Explore Arts Award.

78 days of work experience delivered to young people aged 15-25yrs.

Holiday workshops

502 children & 202 adults took part, 43 free places were awarded.

The Showgoers

95 Showgoers attended 18 performances

A new initiative, combatting social isolation and supporting mental health and wellbeing in adults.

Working with Catalyst and Oakleaf we provide funded tickets for adults managing their mental health. With dedicated support from theatre staff and volunteers, people can enjoy live entertainment and meet and socialise with others.

Audiences

Over 113,000 people attended over 350 performances, including

41,756 people to family shows

5,911 attenders from schools

11,997 under 16s

1,034 people using our accessible seating

954 people in receipt of benefits

101 Surrey Carers cardholders

2,660 under 25s

What audiences are saying...

'It's an inclusive space that all ages and tastes can enjoy'

'I am really thankful that I am able to go to the theatre again because of you guys'

'The theatre staff couldn't have been more welcoming and inclusive'

'The new ladies toilets are fabulous! Good luck with the rest of the improvements'

Community Engagement

7,837 people came to a community activity or event

452 free tickets given to community groups

270 came to a dementia-friendly panto performance or film screening

550 people used our hearing aid system

417 people came to the relaxed panto performance

Our amazing volunteers donated around 10,000 hours to support the theatre

In Guildford, we're working with

Action for Carers

Catalyst

RUSA Care

YMCA Guildford

Zero Carbon Guildford

Guildford Action

Waverley & Guildford

Venues Group

The Hive

Oakleaf

and many more incredible partners



EQUALITY DIVERSITY INCLUSION

The Yvonne Arnaud Theatre is committed to encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination.

The aim is for our workforce to be truly representative of all sections of society and our customers, and for each employee to feel respected and able to give their best in a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued.

The organisation is also committed against unlawful discrimination of customers or the public.

Recruitment and employment decisions will be made on the basis of fair and objective criteria. In accordance with recommended practice, the ethnic and gender composition of our staff and job applicants will be monitored.

The requirements of job applicants and existing members of staff who have or have had a disability will be reviewed to ensure that whatever possible reasonable adjustments are made to enable them to enter into or remain in employment with us.

Promotion opportunities, benefits and facilities of employment will not be unreasonably limited and every reasonable effort will be made to ensure that disabled staff participate fully in the workplace.

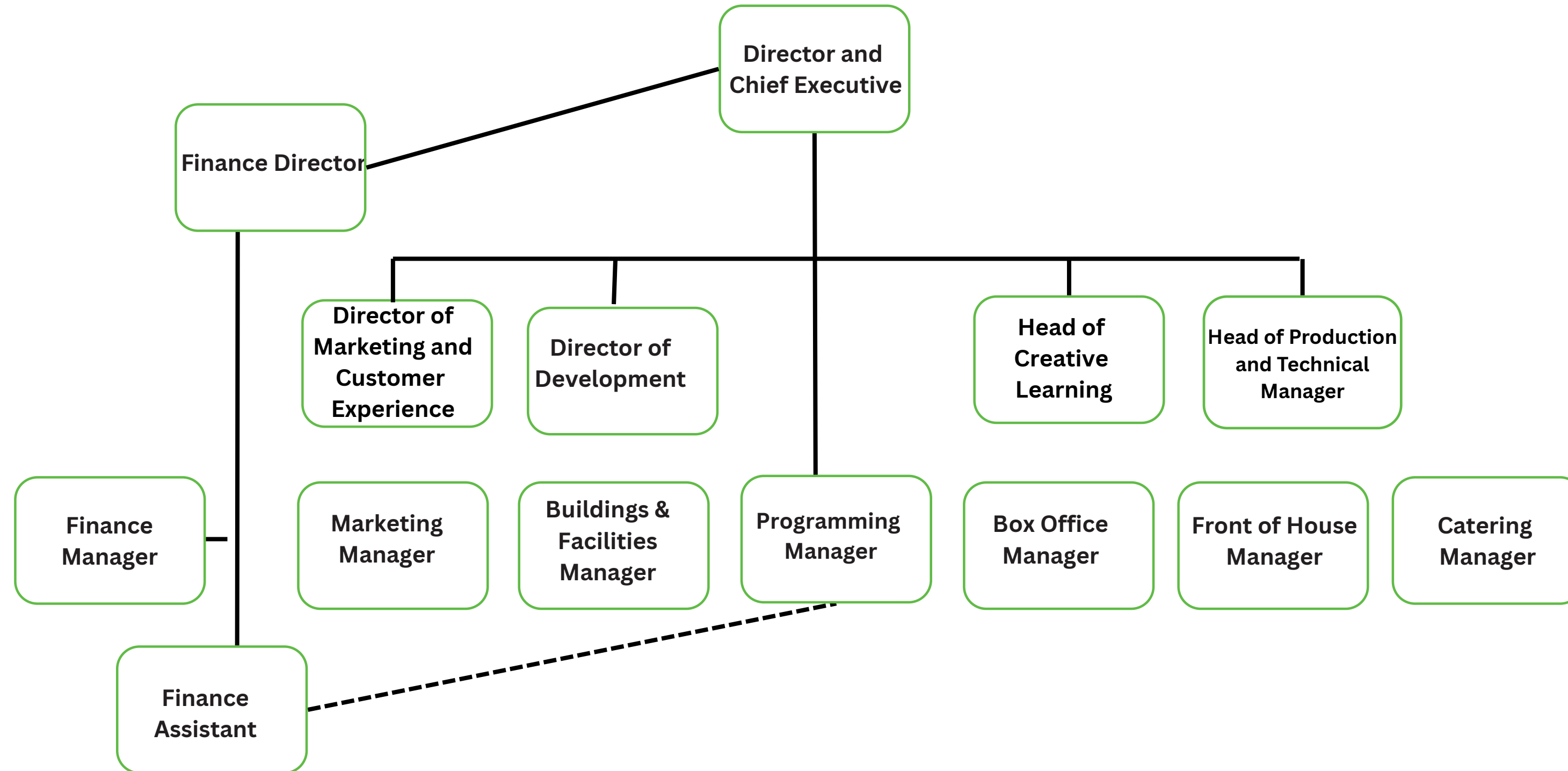
If you are disabled then we encourage you to tell us about your condition so that we can support you as appropriate.

The Equality, Diversity & Inclusion Policy is fully supported by Senior Management and the Board of Trustees and Directors of the Company.





STAFF DIAGRAM





JOB DESCRIPTION



PURPOSE OF THE ROLE

- To support the Director in delivering a balanced and commercially sustainable, inspiring and entertaining theatre programme, across all spaces in the theatre, delivering the artistic vision set by the Director and within the theatre's financial parameters. Providing programming, production planning and management for the theatre's presented and produced work.
- To support and assist with the theatre's own produced work, providing general management of pantomime, in-house and touring productions and other events, including contracting of artists, scheduling and budget management.
- The role is creative, administrative, operational and financial. It involves collaboration and partnership with producers, promoters, industry personnel, artists, the in-house team and the local community. The post holder needs strong practical administration and financial skills, excellent written and spoken communication skills and to be a collaborative team player.
- This is an exciting opportunity for a creative programmer, or theatre administrator/manager who welcomes new challenges and who operates with integrity and openness to be part of the Yvonne Arnaud team.

- We are seeking an experienced individual with excellent financial and written skills and a good knowledge of a range of programming to join our organisation.

RESPONSIBLE to:

Director and Chief Executive.

KEY WORKING RELATIONSHIP:

Working with/oversight of Finance Assistant.

RELATIONSHIPS with:

Marketing Manager,
Box Office Manager,
Technical and Production Manager,
Director of Finance,
Finance Manager,
Operations Team,
Front of House Manager.

PRINCIPAL RESPONSIBILITIES

Programming

- To support the Director in delivering a balanced and commercially sustainable, inspiring and entertaining theatre programme, across all spaces in the theatre, working to the artistic strategy set by the Director, proposing and sourcing events and productions for agreement by the Director and in accordance with the theatre's artistic vision and audience development strategy.
- To keep abreast of latest productions and artists on tour nationally and in the region seeing work regularly, maintain knowledge of other local venues and theatres to ensure the theatre's programme is both distinct and harmonious with other regional offers.
- To extend the reach of the Main House programme, devising and programming post- and pre-show discussions/talks and other wraparound or extension events around the Main House and Mill Studio Programme. To host and manage these events as required.

JOB DESCRIPTION



PRINCIPAL RESPONSIBILITIES cont'd

Programme Management

- To manage the daily dialogue and relationships with a large number of producers, promoters, managers, artists, and companies managing the programme schedule, contract and deal negotiations in the way that secures the best outcome for the Yvonne Arnaud Theatre, working in close conjunction with the Director at all times.
- To manage and negotiate contractual agreements and obligations in relation to the Main House and Studio programme, preparing timely and accurate deal memos, keeping accurate records and ensuring timely sharing of information to all departments.
- To prepare GPs, propose sales targets, undertake regular review of costs, contras, technical schedules and other show related charges, working to achieve the best financial outcome for the theatre and within budget parameters.
- Prepare annual and six monthly box office income forecasts for the Management budget for review by the Director and the Director of Finance.

- Oversee and provide guidance to the Finance Assistant in respect of the admin support they provide to this post on contract administration and execution and PRS returns, ensuring they receive timely and accurate information and instruction.
- To supply all necessary information relevant to show settlements in a timely manner to enable Finance to finalise settlements with producers.
- To manage the shared programming diary and programming database across the theatre ensuring it is accurate and up to date at all times.
- To work with the Director and other colleagues to ensure the programme of work across the theatre is integrated and communicated across the organisation in a clear and timely fashion, and is in keeping with the mission and values of the theatre.
- Convene and chair the weekly Operations Meetings providing foresight and co-ordination of the theatre programme and other events and the likely impact on daily operations. Leading on problem solving and conflict resolution to facilitate the smooth running of the theatre.
- Working with the Front of House Manager and the Catering Manager to support and facilitate additional income generation from events and hires.
- Supporting the Deputy Front of House Manager to facilitate their programming of Access Performances including captioned, audio described, signed, relaxed and Dementia-friendly.

Production Management

- To provide general management of the theatre's in-house work including production administration, contracting of artists and creatives, management of artists' and creatives' welfare, booking of rehearsal and audition spaces, working to agreed show budgets and schedules. Liaising with technical teams to ensure the delivery of producing and co-producing projects.
- Management of tour budgets, schedules and venue liaison, being the point of contact for venues and marketing teams and other personnel as required.
- To provide casting administration to the pantomime, including arranging of auditions, producing casting breakdowns and managing submissions and contractual administration.
- Keeping apprised of all industry standard contractual obligations and taking responsibility for compliance with Equity / TMA / Bectu / MU / UK Theatre rules and regulations.
- To work with the Marketing team to ensure effective communications of all production and touring related information.





JOB DESCRIPTION

GENERAL RESPONSIBILITIES

- Demonstrate an understanding of the Theatre's values, ethos and mission and to promote these through everyday practice in the role.
- To represent the theatre at internal and external events as required including hosting visiting companies post-show.
- Comply with all legislative, regulatory and policy requirements as appropriate.
- Comply with the Theatre's Financial Regulations and financial management procedures.
- Observe the policies, procedures and practices of Health & Safety in all aspects of the role.
- Demonstrate the value and importance of equality and diversity in every aspect of the Theatre's work, and show commitment through everyday practice in the role.
- Work in accordance with, and promote the Theatre's environmental sustainability policy and practices.
- Work continuously to improve individual knowledge, skills and behaviours for the current role and for the longer-term, gaining appropriate professional qualifications/accreditation and maintaining membership of appropriate professional bodies as appropriate.
- Participate in Theatre events including when these are held in the evenings, at weekends or otherwise outside of normal working hours.
- Work with and support the theatre's Creative Learning Programme and Community Engagement Programme, engaging with the programme as befits the role.
- Work collaboratively with all departments to facilitate and deliver the theatres programme of work.
- Undertake such other duties as may reasonably be required from time to time.



PERSON SPECIFICATION



SKILLS AND ABILITIES

- Excellent negotiating and influencing skills.
- Demonstrable artistic planning skills.
- Sound artistic and critical judgement.
- Excellent knowledge of Excel, Word, Outlook Office 360/Mail.
- Excellent communication skills and attention to detail (written and verbal).
- Able to lead and manage a team.
- Excellent numeracy skills.
- Risk aware.
- Multi tasker.

KNOWLEDGE

- Excellent knowledge of theatre in the UK, including subsidized and commercial touring companies on the mid and large scale and presenting and producing venues across the UK
- Knowledge of other art forms (e.g., dance, spoken word, and comedy)
- Good knowledge of UK theatre sector.

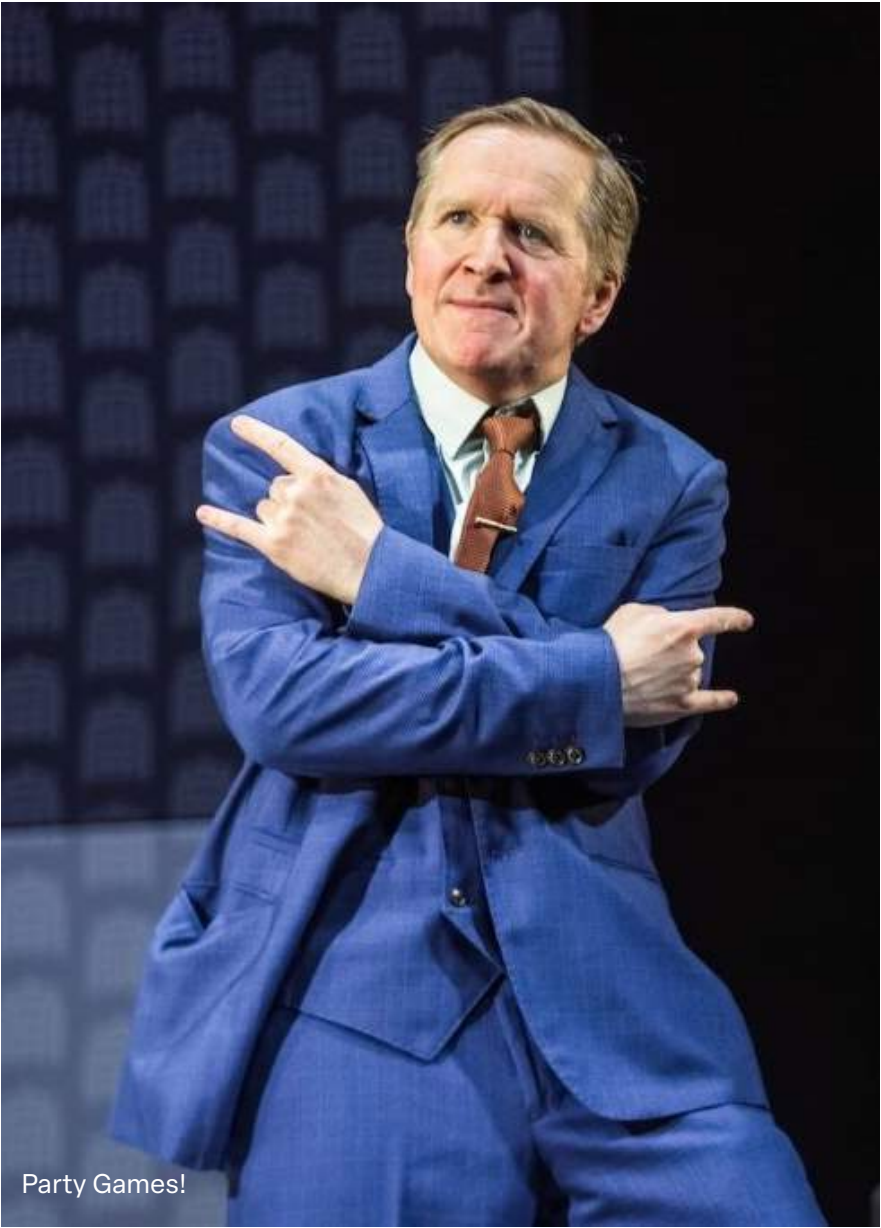
EXPERIENCE

- Experience of programming a diverse live performance programme, ideally with a venue and being responsible for financial targets.
- Budget management skills with the ability to forecast and monitor targets.
- Experience of working with and supporting artists and creative professionals.
- Experience of theatre practices, drafting and negotiating contacts and agreements, general day-to-day management of productions, touring logistics, financial administration, budgeting.

QUALIFICATIONS

- Undergraduate degree or equivalent professional experience.
- Maths and English GCSE to level 6 grade B.
- Strong communication skills with the ability to manage, develop and maintain positive internal and external working relationships.
- A collaborative working style.
- Honest hard working and self reflective.

Team player.





TERMS & CONDITIONS

LOCATION

Yvonne Arnaud Theatre
Millbrook
Guildford
GU1 3UX

RENUMERATION

£34,000 to £36,000

CONTRACT STATUS

Permanent, full-time

HOURS

The working day is 9.30am
to 5.30pm, Monday to Friday.

Given the nature of this post, evening
and occasional weekend work will be
required.

ANNUAL LEAVE

25 days plus bank holidays

EQUALITY

The Yvonne Arnaud Theatre
encourages people from any
background to apply for any of
its current vacancies. We are
committed to creating a team
which is representative of our
society and to bringing together
those with a variety of skills
and experiences, to help shape
what we do and how we work.
We are particularly keen to hear
from black, Asian and minority
ethnic and disabled candidates.
All disabled candidates who
demonstrate that they meet the
essential criteria for any of our
positions will be invited for an
interview.

If you have a disability then
please tell us if there are any
reasonable adjustments we
can make to help you in your
application or with our selection
process.

For further information
and to apply for this role,
please visit:
www.yvonne-arnaud/Our Venue/Jobs

to complete:
Application Form
Covering Letter
Equal Opportunities Form

email to: eswayne@yvonne-arnaud.co.uk

CLOSING DATE: Monday, 24th November 2025 at 17:00
INTERVIEWS: Friday, 5th December 2025

