# The Yvonne Arnaud Theatre & the Mill Studio Theatre

*The Yvonne Arnaud Theatre is a regional theatre, presenting and producing vibrant, excellent drama for the people of Guildford, Surrey and beyond. With a thriving studio theatre and youth theatre, the Yvonne Arnaud is a culture hub and an artistic resource, a local theatre with a national reach.*

Under Director Joanna Read the theatre is beginning a period of transformation which will see it reconnecting with its audience and its community and redefining its role as a regional drama and play house. Plans include creating its own slate of productions alongside the home produced pantomime, increasing the diversity of its audiences, presenting excellent work on the mainstage that will inspire, thrill and entertain, increasing work for families and young people and growing the national reputation of the theatre.

Alongside the Main Stage, which seats 586, the Mill Studio, capacity 80, presents work by local and emerging companies, contemporary small scale touring and work for children. The Theatre’s Creative Learning department, including youth theatre is housed here. This work is currently suspended due to Covid 19.

The estate includes a small garden, recently used for outdoor concerts. The estate and buildings are 50+ years old and plans for major capital improvement works are being developed, including addressing access needs.

Built by enthusiastic theatregoers, the theatre opened in 1965 and is an iconic Grade II listed building. A restaurant, café, theatre bars and a riverside garden complete the estate. A registered charity, the theatre receives support from Guildford Borough Council.

**Department Information**

**Box Office**

The Box Office is situated in the entrance foyer of the main building of the Yvonne Arnaud Theatre. The team of permanent and sessional staff is led by the Box Office and Front of House Manager and is part of the Marketing and Customer Experience team. The Box Office system is SRO and ticket sales are processed in person, over the telephone and online. The Box Office and Front of House Manager also oversees the Front of House functions, including Front of House Supervisors and Ushers.

**Buildings and Facilities**

The building and facilities are managed by the Buildings and Facilities Manager who oversees cleaners, security and maintenance and the refurbishment and upkeep of the building. The Building and Facilities Manager is also responsible for hires and management of events.

**Catering Team**

The Catering team at the Yvonne Arnaud Theatre operates The Riverbank Café Bar, The Circle Bar, The Foyer Bar and the Vanbrugh Club. Situated in the Main Theatre building on the banks of the River Wey, these areas provide a variety of food and drink options to both patrons attending theatre events and to visitors looking for a destination for coffee, afternoon tea or a more substantial meal. This area of operation is currently suspended due to Covid 19.

**Director’s Office**

Emma Swayne is the Administrator and PA to the Director. The post of Touring and Programming Manager is currently unfilled due to Covid 19.

**Finance Department:**

The Finance Department is situated in the Old Town Mill (housing the Mill Studio theatre) immediately adjacent to the main building. It comprises a team of three - the Director of Finance, Finance Manager and Assistant Accountant (part-time).

There are four entities within the theatre group. The Theatre Management Company is the largest of these, the employer of theatre personnel and the company through which most business is recorded. It is a registered charity in addition to being a company limited by guarantee. There are three further entities - the Theatre Trust (also a registered charity), which receives donations and other fundraising income; a Catering company employing the catering staff and responsible for the provision of food and drink throughout the theatre and a Production company responsible for all shows we produce.

**Fundraising and Development Department**

The Fundraising and Development Department is situated in the Old Town Mill (housing the Mill Studio Theatre) immediately adjacent to the main building. The team consists of the Fundraising Manager for Trusts, Foundations and Major Donors, the Fundraising Manger for Individual Giving and Corporate Support and the Fundraising and Development Administrator. The Fundraising and Development Department is responsible for raising approximately £270,000 a year in revenue income through a variety of fundraising activities and will also be undertaking a capital campaign for the refurbishment of the theatre building.

**IT**

IT and Systems Manager, Neil Scudder, looks after the organisation’s IT needs with daily on-going support from Dynamic Edge, our IT support company.

**Marketing Department**

The Marketing Department is situated in the Old Town Mill (housing the Mill Studio Theatre) immediately adjacent to the main building. The Director of Marketing and Customer Experience leads the Marketing team which comprises a Marketing Manager, a Marketing Officer, a Marketing Assistant and a part-time Database Administrator as well as managing the Catering Manager and the Box Office and Front of House Manager.

**Production and Technical Team**.

The production staff are led by Technical and Production Manager, Liza Cheal. A team of five Lighting and Sound Technicians and a Mill Studio Technician provide all the technical support for the mainstage and the Mill Studio Theatre, supplemented by casual crew and additional staff as shows require. The Theatre has minimal making and workshop space in the adjoining watersheds and sets and major makes are supplied by freelance makers and workshops as needed. A full technical specification can be found here: <https://www.yvonne-arnaud.co.uk/technical-and-hire-items>.

**Creative Learning Team**

This area of the theatre’s work is currently suspended due to Covid 19. The post of Head of Creative Learning is currently unfilled.