

Company Manager (Part time)

Salary: £27,000 FTE (Pro Rata £16,200)

Hours: 3 days per week (including occasional evenings and weekends) in the first instance

Location: People's Theatre Collective Office, The Mill Arts Centre, Banbury

Interview Date: Wednesday 10th December 2025

Start Date: Early 2026 tbc

About Us

People's Theatre Collective are seeking a friendly, approachable and highly organised Company Manager to join our team in Banbury.

The Collective (Registered Charity no 1137145) creates an environment where young people can be themselves, make new friends and feel a real sense of value. We work collaboratively with them to bring their unique qualities and aspirations to life through inclusive community theatre. Our patron is Sir Trevor Nunn who supports us in the belief that "The Collective truly provides access for all regardless of background."

Over 21 years we have delivered 2,000+ weekly sessions, worked with 20+ community organisations, presented 16 accessible family shows, 3 Tell your Story Festivals and 4 Theatre in Education plays reaching 100,000+ school children across our district.

We provide:

- Weekly theatre, visual arts and writing workshops and one-to-one mentorships for ages 5 – 25 both in our open access sessions and our community groups taking place in partner settings. We also offer holiday provision free throughout the year
- Issue-based creative workshop programmes around the issues young people tell us are affecting their lives such as our React Healthy Relationships programme and our Park Rangers creative eco project
- Co-Production of professional performances devised and created with young people, for young people
- Professional Productions produced in response to pertinent and current issues facing children and young such as our recently nominated "Home for Harmony"

Young people are offered a variety of access points to get involved, whether for a week in the holidays, over a school term or for many years, becoming an embedded part of the company. Roles range from acting to stage management, programming, writing, directing, and many technical theatre roles.

About the Role

The Company Manager is a vital part of the team and a friendly face of the organisation. They will run the day to day administration of the company including:

Communications

- Liaising with our partners in the community and school settings as required
- Liaising with families of participants across projects
- Keeping the website updated
- Representing the Collective at Key Community Events
- Ensuring a high standard of professional communication with external organisations

Marketing & Promotion

- Generating and overseeing social media posts in collaboration with the staff team, young people and freelancers
- Circulate Press Releases to our key media contacts
- Work to promote participant sign up on identified projects
- Help to 'tell the story' of the company both online and in local media outlets
- Promoting events and donations
- Liaising with other team members and Trustees on Friends initiatives and other networks

Supporting with project administration

- Contracting freelance staff and creatives
- Maintaining companies procedures and policies
- Scheduling as required
- Support for volunteers

Safeguarding

- Be the accredited Safeguarding member of the team working others including the Designated Lead from the Board of Trustees
- Performing DBS checks for staff where required (full training provided)

Finance

- Support with the day-to-day finances of the company
- Receiving, checking and paying invoices

Other duties

- Acting as Company Secretary
- Room bookings
- Any other duties as agreed with the team

Person specification

We are looking for someone who is ready to take on a challenge! Working at the Collective is fast paced and varied. The work enriches young people's lives through creative exploration and we are seeking someone who wants to use their skills to support that positive change to happen.

- Good knowledge of Google Drive, Word, Excel, Canva and Mail Chimp
- Ability to produce accurate work
- Ability to undertake a range of administrative procedures
- Ability to organise and prioritise work

- Excellent communication skills with a diverse range of people from participants, to their families, to community partners and volunteers both in person and on the phone/video conference call
- Excellent numerical and literacy skills in order to undertake a range of tasks
- Experience of organising and minuting meetings (desirable)
- Willingness to learn and develop personal skills and qualifications
- Experience of creating digital and social media content
- Experience of Safeguarding procedures and reporting (desirable)
- The successful applicant will be expected to undertake a DBS check

Applications

To apply for this role please send your CV and a covering letter of no more than 2 sides of A4 to kizzy@peopletheatrecollective.org.uk by Wednesday 3rd December.

People's Theatre Collective is committed to being an equal opportunities employer and is keen to receive applications from anyone with the skills required for the role, including those who represent the groups we work with. Those who self-identify as holding a protected characteristic will be invited to interview if they meet our minimum criteria. If you would like to be considered for an interview under these conditions please state this in your application. No explanation required. We are happy to discuss any access needs.