



WOLVERHAMPTON
GRAND
THEATRE

RECRUITMENT PACK

#MAGICOFTHATRE



YOUR COMPANY

Wolverhampton Grand Theatre has been at the heart of the local entertainment scene since 1894 and has helped to create a lifetime of memories for many people. By joining our team, you will play your part in contributing to the rich history of one of Wolverhampton's most iconic landmarks.

The Grand Theatre's ambition, vision, and determination to achieve great things are some of the factors which enable us to attract the very best talent to our team. The genuine excitement and belief which permeates through the theatre makes for a very exciting and enjoyable creative environment in which to work.

The beautiful Grade II Listed Victorian auditorium has 1200 seats and attracts almost 300,000 patrons per year as we present a wide range of major West end and National productions. These include; drama, musicals, ballet, dance, opera, variety, children's shows, and of course pantomime, where we attract audiences from across the whole of the Midlands region and beyond. We enjoy a reputation for high quality performances and impeccable levels of customer service.

The Grand Theatre, affectionately known as 'The Grand', continues to expand and excitingly in recent years has returned to producing. In house productions were an integral part of the theatre's programme from 1894 right through to the late 1970's. Now this great tradition of creating theatre for the people of the Midlands will once again continue well into the future.

THE CULTURE

The Grand is a registered charity and is also a very successful and significant entrepreneurial company with an intense desire to constantly grow the business, an inherent sense of urgency, rapid decision making, and an 'open door' management approach.

Employees are passionate about the theatre, united in giving customers a fantastic and magical experience, whether they are attending the theatre to experience a performance, attending one of our many exciting events or participating in our extensive community and educational programmes.

Creating theatre every night involved huge dedication and hard work from a highly skilled multi disciplinary team of creative professionals and immensely talented support staff.

To describe the culture of The Grand in a few words;

We are a dynamic workforce who are energised and motivated to achieve our goals. We encourage collaboration between departments with a strong emphasis on working together to achieve success.

THE HIGHLIGHTS

This role reports to **Head of Audiences and Communications** within the **Marketing Department**.

The salary for this role is **£28,385 per annum** and the hours are **37.5 per week**.

This role is based at the **Wolverhampton Grand Theatre**, Lichfield Street, Wolverhampton, WV1 1DE.



YOUR NEW ROLE

In your new role of **Marketing Co-Ordinator**, you will report directly to the **Head of Audiences and Communications** and will be part of a small but stable team.

JOB PURPOSE

- To devise and oversee show marketing campaigns in liaison with external marketing agencies and the Head of Audiences & Communications.
- To work in collaboration with the Marketing Team to create impactful and meaningful campaigns to support the Wolverhampton Grand Theatre brand.
- To play a key role within the Wolverhampton Grand Theatre Audience Development programme.
- To manage internal and external deadlines.

PRINCIPLE DUTIES & RESPONSIBILITIES

- To devise and/or oversee marketing campaigns including budgeting to ensure maximum advertising impact.
- To support the Head of Audiences and Communications with the delivery of the in-house Spotlight Magazine, ensuring all deadlines are met.
- To collate the digital assets for the in-house advertising system.
- To collate content for in-house programmes and brochures.
- To assist the Head of Audiences & Communications with pantomime and in-house productions.
- To liaise with external agencies in the management of campaigns.
- To attend external events when required.
- To manage print inventory
- To write show specific copy for the website, social media and Spotlight Magazine.

WHAT QUALITIES YOU WILL NEED TO SUCCEED?

- At least 1 year's experience within a Marketing Department within a similar organisation.
- Good knowledge of delivering Marketing Campaigns
- Ability to work on own initiative and as part of a team.
- Accuracy and attention to detail, with the commitment to produce work of the highest standard.
- Excellent interpersonal skills and capable of communicating and building relationships with stakeholders at all levels, internally and outside of the theatre.
- Computer literate to include the use of Microsoft Office.
- Strong work ethic, with attention to quality and detail.
- The ability to adapt to the demands of a constantly changing environment.
- Ability to work evenings and weekends as required.
- Enthusiasm for working within a theatre environment.
- Knowledge of Health & Safety and Risk Assessment Procedures.
- Ability to work independently, to think 'outside the box'.



WHAT QUALITIES WE WOULD LOVE YOU TO HAVE

- People management and motivational skills
- Educated to Degree level or equivalent.
- A good understanding of budgetary requirements and financial constraints
- Studying towards a professional qualification.
- Having a working knowledge of photoshop and social media.

WHAT YOU'LL GET IN RETURN

- Corporate health care cash plan through Paycare. The plan offers cash benefits towards everyday health costs such as dentist treatment and outpatient care. Option to upgrade this policy or add family members is available at employees expense.
- Enhanced employer contribution to your pension if you meet the eligibility criteria, we will match your contributions up to 4%.
- Death in service benefit of up to 2 times your salary after 1 years service.
- 30 days holiday (including bank holidays) increasing to 33 days with length of service.
- We want you to love theatre as much as we do so you can request six free tickets** per year and one free booth** (**subject to availability and exclusions apply), and additional ticket offers throughout the year.
- A 25% discount from the bar and booths on every visit.
- Staff wellbeing events throughout the year.
- An annual Staff Awards ceremony to celebrate employees who have gone above and beyond as nominated by you.
- A chance to participate in an Employee Satisfaction feedback on an annual basis.
- Staff parties twice a year.
- Long service awards.
- Mental Health First Aiders points of contact.



EQUALITY, DIVERSITY & INCLUSION

We are committed to equal treatment and opportunities for all our people and believe in building a diverse and inclusive organisation that represents our communities and generates the best outcomes for consumers, customers and stakeholders.

IF YOU THINK THIS GREAT OPPORTUNITY IS FOR YOU, APPLY TODAY!

If you can see your self in this role, please send your CV and covering letter to katie@grandtheatre.co.uk by 5:00pm on the 12 March 2026.

Interviews will take place week commencing 16 March 2026.

This vacancy may close earlier than the stated deadline if a suitable number of applications are received.

If you've found our job opportunity interesting but you don't meet all of the requirements, it's still worth applying. We would love to hear from you!



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