



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 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 involves 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 **Associate Director - Creative** within the **Creative Structure**.

The salary for this role is **£30,000** 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

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In your new role of **Programming & Producing Coordinator**, you will report directly to the **Associate Director - Creative** and will be part of a small but expanding team.

## JOB PURPOSE

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The Programming & Producing Coordinator plays a vital role at an exciting moment of growth for Wolverhampton Grand Theatre, helping to support the development of an aspirational and dynamic programme of work.

This is a hands-on, fast-paced position at the heart of the theatre's creative team. It supports both received productions in the theatre's main house and our own produced work, including the annual pantomime, of which there has been a commitment to progress as the organisation progresses.

From coordinating production information and contracts to assisting with auditions, rehearsals, events, and company liaison, the coordinator contributes directly to the smooth running and artistic and commercial success of the theatre's programme.

## PRINCIPLE DUTIES & RESPONSIBILITIES

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### Programming

- Support the creative team with the programming of WGT's received work, including the drafting and issuing of gross potentials and contracts as directed.
- Ensure necessary production information such as technical and hospitality riders, and any relevant marketing and visitor experience information is obtained and disseminated throughout the organisation in a timely manner.
- Input to the announcement and on-sale process, ensuring all necessary information has been received from visiting companies prior to on-sale.
- Monitor the programming email inbox on a daily basis, responding to all enquiries within an agreed timeframe.
- Be the first point of contact for the Creative Department for all initial incoming communications regarding the received programme.
- Attend and contribute to programming meetings.
- As directed by the Associate Director – Creative, liaise with the multitude of producers, promoters, agents, managers, and artists who visit WGT.
- Assist with artist and company liaison while they are resident at WGT.
- Arrange access performances, and specific wraparound activity for visiting productions, where appropriate and as directed by Associate Director – Creative.
- Support the community and creative engagement department where required on activity related to the programme or produced work.



## PRINCIPLE DUTIES & RESPONSIBILITIES Continued

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### Producing

- General support to the creative team in the producing of WGT's self-produced productions, including but not limited to the annual pantomime.
- Assist with arranging auditions, including the sourcing and booking of venues and managing the schedule of auditionees in conjunction with artists' agents.
- Conduct availability checks for talent, as directed.
- Draft and issue contracts to freelance practitioners and/or their agents, as directed.
- Organise rehearsal rooms and ensure that the necessary facilities are in them.
- Making accommodation and travel arrangements for freelance practitioners working for The Grand Theatre, as required, ensuring best value for money for WGT.
- Put together and disseminate contact sheets for those working on WGT Productions.
- Receive and administrate all ticket requests for WGT productions.
- Assist with the organisation of press and gala night events, including organising opening night cards and gifts.
- Collate, print, and disseminate new and revised scripts and scores as required.
- Record expenditure accurately and in line with budgets, as directed.
- Upload invoices and seek appropriate authorisation for payments to be made for produced work, as required.
- Compile payment schedules for internal use, ensuring accuracy of amounts and timely payments in line with contracted agreements.

### Administration

- Maintain accurate and up-to-date information on the venue management software (Artifax) for all WGT programmed and produced events and ensure Artifax is being utilised to its full potential.
- Create and provide reports on events as required, including collating data on the programme for analysis and evaluative purposes
- Assist with the scheduling of meetings, including room booking, arranging catering where necessary, diary coordination, and minuting.
- Monitor the timely return of fully executed contracts, informing the Associate Director – Creative of outstanding contracts or any material changes made to contracts upon their return without prior agreement.

### General

- Keep abreast of the latest industry developments and agreements (particularly, UK Theatre Agreements).
- Always act in the best interests of Wolverhampton Grand Theatre.
- Maintain confidentiality with regard to sensitive information in all areas of work.
- Consider all areas of work within the context of WGT's equity, diversity, inclusion, and belonging policy.
- Undertake these duties with an awareness of and in compliance with WGT's Health & Safety Policies.
- Carry out any other duties which are commensurate with the salary and designation of the post, subject to any reasonable adjustment under the Equality Act, 2010.
- Participate in a regular review of his job description with Associate Director - Creative so that it adequately reflects the changing needs of the theatre.



## KNOWLEDGE & SKILLS YOU WILL NEED TO SUCCEED

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- Experience of programming or administration in an arts organisation
- Understanding of the theatre producing process
- Ability to work in a creative environment, with creative people, and a commitment to artistic development and progression
- Rounded understanding of the UK Theatre landscape
- A commitment to equity, diversity, inclusion, and belonging
- Excellent attention to detail
- Demonstrable strong organisational and administrative skills
- Ability to multitask, adapt to new situations, and prioritise workloads to meet deadlines
- Strong people skills and the ability to communicate effectively
- Capable of diplomacy and discretion
- A can-do, solution-focussed approach
- Numerate with ability to work within set budgets
- Good working knowledge of MS programmes including 365, Word, Excel, and Outlook
- Interest in building a career in theatre programming/producing/theatre management

## KNOWLEDGE & SKILLS WE WOULD LOVE YOU TO HAVE

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- Experience of using Artifax (venue management software)
- Experience of using Spektrix (CRM)
- Experience of theatre producing/co-producing
- Confident negotiation skills



## WHAT YOU WILL GET IN RETURN

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- Enhanced employer contribution to your pension if you meet the eligibility criteria. We will match your contributions up to 4%.
- 30 days holiday, increasing to 33 with length of service (including bank holidays)
- 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 Employee Satisfaction feedback on an annual basis.
- Staff parties twice a year.
- Long service awards.
- Mental Health First Aiders points of contact.
- Employee volunteering opportunities.



## 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.

We recognise an under-representation in our industry of Black, Asian and ethnically diverse people. As a Theatre we are on a journey to diversify our staff and welcome applications from all.

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

If you can see yourself in this role, please send a CV of no more than 2 sides of A4 and covering letter to [katie@grandtheatre.co.uk](mailto:katie@grandtheatre.co.uk) by 23 March 2026.

Interviews will take place week commencing 30 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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