



JOB DESCRIPTION	
Job Title	Rose Playhouse Manager (Part-time 25 hours per week)
Salary	£17,857.14 per annum (FTE £25,000)
Hours of work	Flexible 25 hours per week Monday-Friday but regular evening and some week-end working will be required in line with Rose Playhouse operations
Location	At the Rose Playhouse site, 56 Park Street, London SE1 9AR and external meetings as required
Duration	Fixed Term – 12 months
Responsible to	Chair of the Board of the Rose Theatre Trust
Responsible for	Volunteers and contractors, consultants and staff appointed by the Board from time to time
Liaison with	<p>The Manager will liaise regularly or as necessary with representatives of external organisations including:</p> <ul style="list-style-type: none"> • Friends of the Rose • Historic England – in relation to the site which is a Scheduled Ancient Monument • Shakespeare’s Globe – in relation to joint initiatives such as guided tours and events • Museum of London – in relation to objects loaned from its archaeological collections for display at the Rose • The landowners and occupants of Rose Court, the office building where the remains of the Rose are preserved • Rose Court facilities and security staff • Southwark Council - in relation to the premises and alcohol licences held by the Trust and other departments as relevant • Better Bankside and local businesses • Theatre and other groups – in relation to events taking place at the Rose Playhouse site
Introduction to the Rose Theatre Trust and the Rose Playhouse site	<p>The Rose Theatre Trust was established following the discovery of remains of the Elizabethan theatre during an archaeological excavation in 1988/89. The Rose was one of only 10 open-air playhouses built in London to accommodate a new kind of drama and plays by Marlowe, Shakespeare, Jonson and Kyd were staged there between 1587 and 1603. The Trust grew from a spontaneous local and international, high-profile campaign to ‘Save the Rose’. The Trust’s aims are to conserve the site and to advance learning about, undertake research into and make publicly accessible the Rose Playhouse. The Trust currently works</p>

	<p>towards achieving these aims by providing displays and a programme of performances and events, together with a regular Saturday Open Day.</p> <p>The Rose Playhouse site is located at the lower ground level of Rose Court, an office building erected in 1990. The Trust holds a licence from the landowner to provide displays and other information about the historic site.</p>
<p>Purpose of the post</p>	<p>This new post is being created in order to ensure the effective running of the Rose Playhouse site and to build awareness of and engagement with the site by promoting the best possible visitor experience. The post-holder will be responsible for day-to-day management of the site and the recruitment and supervision of volunteers and supervision of contractors, consultants and other staff appointed by the Board from time to time. The post-holder will report to the Board of the Rose Theatre Trust monthly or as required.</p>
<p>Key responsibilities</p>	<p>To manage the Rose Playhouse site on a day-to-day basis to ensure its safe opening to the public</p> <p>To receive, reply to and forward as appropriate telephone, email and postal communications</p> <p>To help devise and to implement and manage a programme of events, including performances, appropriate to the heritage of the Rose Playhouse as approved by the Board of the Rose Theatre Trust and in liaison with external organisations and individuals</p> <p>To supervise volunteers and contractors, consultants and staff appointed by the Board from time to time</p> <p>To devise, implement and manage programmes for diverse volunteers in liaison with relevant external organisations and individuals</p> <p>To recruit and train volunteers to assist in events at the Rose Playhouse including front-of-house and stewarding duties at evening performances and on Open Days (normally Saturdays)</p> <p>In liaison with the Hon Treasurer, to manage budgets for the Rose Playhouse site and events and activities agreed by the Board</p> <p>To be responsible to the Hon Treasurer for monies received at the site including donations, merchandise sales and ticket and entry fees</p> <p>To maintain an inventory of merchandise sold at the site, to order merchandise and to stock new materials in consultation with the Board</p> <p>To ensure that records of visitor numbers are kept</p> <p>To manage the Trust's premises and alcohol licences if required</p>

	<p>To arrange advertising for events as agreed by the Board</p> <p>To provide information for and update the Rose Playhouse website and social media as required</p> <p>To provide access to the site of the Rose Playhouse and to lead or contribute to tours and organised visits</p> <p>To create and maintain a general database of addresses and contacts</p> <p>To assist in fundraising initiatives</p> <p>To work in accordance with the Trust's health and safety and other policies</p> <p>Other duties appropriate to the post as may be required</p>
<p>Special requirements</p>	<p>The post-holder will be required to complete necessary CRB checks to safeguard children and vulnerable visitors to the Rose Playhouse</p>
<p>Person Specification</p>	<p>Qualifications</p> <p>Essential:</p> <ul style="list-style-type: none"> • Degree or further/higher education qualification in a relevant subject, or relevant experience working in or managing a comparable venue <p>Desirable:</p> <ul style="list-style-type: none"> • Health and safety qualification • First Aid qualification <p>Experience and knowledge</p> <p>Essential:</p> <ul style="list-style-type: none"> • An understanding of heritage and interpretation • Experience of facilities management • Experience of managing volunteers and staff • Experience of instigating and managing programmes of events, performances and activities • Experience of managing budgets and maintaining financial records <p>Desirable:</p> <ul style="list-style-type: none"> • Interest in and knowledge and experience of Elizabethan theatre and drama • Knowledge of the history of London • Knowledge of London archaeology • Knowledge of contemporary theatre • Experience of museum, theatre and/or archaeological work

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| | <ul style="list-style-type: none">• Knowledge of health & safety and other legislation relevant to managing a public venue• Experience of managing a shop |
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Skills and abilities

- Excellent planning and organising skills
- Ability to build, motivate and inspire teams of volunteers and staff
- Excellent communication and interpersonal skills
- Excellent numerical ability
- Ability to prioritise work
- A commitment to equal opportunities
- IT skills as relevant