



Theatre Programme Manager (Maternity Cover)

JOB DESCRIPTION

Reporting to: Head of Training and Theatre

Responsible for: Freelance captioners and technicians and occasional placement(s)

Time Frame: One-year maternity cover starting mid July 2025-July 2026

Purpose: To support theatres across the UK to provide captioned performances for deaf, deafened and hard of hearing audiences. You will be the main point of contact for theatres, booking shows, liaising with captioners, and undertaking site visits from time to time.

This role is a full time, hybrid role working a minimum of three days at the Mercury Theatre Colchester and two days from home. You will work to deliver Stagertext's vision to expand captioning. The maternity cover for the Theatre Programme Manager role will focus on delivering theatre captioning services nationally and will support our advocacy work, including Captioning Awareness Week and Deaf Awareness Week.

Working with the Senior Management Team (SMT), you will also have the opportunity to work with touring companies to bring accessibility into the creative process. You will work with a variety of softwares and will be able to provide technical support for theatres and captioners.

Principal responsibilities:

Promotion & Advocacy

As Theatre Programme Manager, working closely with the Head of Training and Theatre as well as the Senior Management Team (SMT), you will ensure all present and new requests for theatre captioning are booked efficiently and precisely maintaining high levels of accuracy using existing Stagertext booking systems. You will advocate for Stagertext captioning and support and promote the Stagertext Captioning Display Standards and Stagertext services effectively to arts and entertainment venues and companies:

- Work with the rest of the Stagertext team to develop Stagertext as the “go-to” organisation for cultural access for deaf, deafened and hard of hearing people
- Advocate for the need for deaf access including captions, live subtitles and digital subtitles, take enquiries from prospective clients and follow up on leads for new shows and new producers

- Actively market all of Stagertext's services including digital subtitles, live subtitles and training to venues and producers across the commercial and subsidised theatre sectors
- Book and deliver presentations about theatre captioning and all other Stagertext services as required.
- Work with the team on national advocacy projects including Captioning Awareness Week and Deaf Awareness Week.

Service Delivery

Delivering captioning services by liaising with venues, producers, captioners and technicians:

- Book captioned shows with venues and producers
- Agree pricing (in line with current pricing structure) and manage paperwork such as contracts and invoicing
- Book captioners
- Book technical support and ensure correct location of equipment
- Liaise with box office and front of house to ensure that audiences are seated in the correct position
- Liaise with the Head of Advocacy and Engagement and Marketing and Administration Coordinator about promotion of performances
- Collect data from venues and producers on numbers of bookers and quality of the captioning service
- Monitor progress and feed back to venues and producing companies
- Ensure high quality service standards are maintained throughout Stagertext.
- Cover / support programme managers when on leave, sick or busy as directed by the SMT

Service Development

- Work with the Head of Training and Theatre and the rest of SMT to identify new leads and to create, develop and deliver new initiatives to increase and improve the use and delivery of captioning and all Stagertext services

- Support and deliver the training of new captioners and the CPD of existing captioners

General

- As directed by the SMT, represent Stagertext at meetings, conferences and other events including giving presentations and taking part in panel discussions
- Carry out any additional duties as instructed by SMT and work as part of the collective team delivering Stagertext services to deadline and furthering the aims of the charity
- To provide support within all service delivery throughout the charity

THEATRE PROGRAMME MANAGER (maternity cover) PERSON SPECIFICATION

Essential Experience:

- Educated to Further Education level (degree or diploma) or equivalent professional experience
- A minimum of two years' previous experience of administration within an arts or cultural setting whether office-based or in Production/Stage Management
- Experience of Project Management
- Experience of advocating for access
- Experience of setting up, using and maintaining administrative systems and processes
- Experience of using and maintaining software applications

Essential Skills & Attributes:

- Excellent organisational and administrative skills with meticulous attention to detail
- Excellent influencing, communication and networking skills
- Excellent IT knowledge including using and demonstrating software
- Excellent verbal and written communication skills
- Excellent IT skills with fluency in MS Office
- Ability to multi-task

- Flexible approach to work
- Self-motivated with a “can do” attitude
- Ability to work alone or in a team
- Ability to work under pressure
- Willingness to work unsociable hours and travel within the United Kingdom and the Republic of Ireland occasionally, for which TOIL will be given.
- Commitment to equal opportunities

Desirable:

- Experience of technical aspects of theatre/AV
- Experience of creating contracts and invoicing
- Understanding of the needs of arts venues
- Understanding of access issues
- Lived experience of deafness and of working with deaf, deafened and hard of hearing people

Terms of employment and remuneration

The salary is £28,000 p.a.

This is a one-year maternity cover, starting mid-July 2025 to mid-July 2026. It's a full-time, hybrid role based in the Mercury Theatre in Colchester, at your home and with some travel to venues.

Stagetext offers its employees 5 working weeks of leave per year (plus all public holidays) which equates to 33 days for full-time employees. Stagetext contributes 7% to a stakeholder pension for its employees.

Normal office hours are 9.30am to 5.30pm, but the post-holder may be required to work outside of these hours depending on the task at hand. TOIL will be given.

Stagetext is an equal opportunities employer.

Please complete the Application form.

No CV submissions will be accepted. If you wish to discuss the role prior to your application please contact: Olivia@stagetext.org

Please complete the EDI survey as well: [Equality and diversity monitoring form Survey](#)