



THEATRE
ROYAL
BURY ST EDMUNDS



Theatre Royal Bury St Edmunds

JOB PACK

Theatre Royal, Westgate Street, Bury St Edmunds, Suffolk, IP33 1QR

theatreroyal.org | 01284 769505



Welcome



We are a small but dedicated team of 25, supported by a wider team of casual staff, freelancers artists and volunteers. We are a proud producing theatre, creating four beautifully-staged in-house productions each year alongside an eclectic mix of visiting performances.

Over 75,000 audiences visit us each year. We put our community at the heart of everything we do, working with 9,000 participants each year through our thriving Creative Learning programme. In 2023, we became a National Portfolio Organisation of Arts Council England enabling even more people to be part of our story.

Our staff are our greatest asset and we provide regular training opportunities to build skills and knowledge to ensure we are ready for the future ahead of us.

I hope you will consider joining our team.

OWEN CALVERT-LYONS

Artistic Director & CEO

Registered Office: Theatre Royal, Westgate Street, Bury St Edmunds, Suffolk, IP33 1QR

01284 755127 admin@Theatreroyal.org www.theatreroyal.org

Bury St Edmunds Theatre Management Ltd Registered in England & Wales Registered No 842455 Registered Charity No 242977

Applying For This Role

Thank you for your interest in joining the team at Theatre Royal

Please find enclosed a role description for the post and some information about Theatre Royal which we hope will encourage you to apply to join us.

Further information about the theatre can be found on our website:

www.theatreroyal.org

If you would like to be considered for this role, please send a CV and covering letter (Max 2 sides A4) to Richard@theatreroyal.org

by

Monday 24 November 2025

Interviews will take place at Theatre Royal on

18 December 2025

If posting or delivering your application, please mark your it as

Confidential – Recruitment.

Post to:

Richard Melchior, Theatre Royal, Westgate Street, Bury St Edmunds,
Suffolk, IP33 1QR

Good luck and thank you for your interest in volunteering with Theatre Royal.

Role Description

Theatre Royal Bury St Edmunds is seeking two new non-executives to provide practical assistance and support to the executive team as part of the Board.

Areas of specialism we are currently looking for include:

IT & Digital

Building Conservation

Planning Permission

Safeguarding

Fundraising

Initially to be appointed for one three-year term but with the prospect of a second term. The roles are unpaid.

Department: Board

Responsible to: N/A

Working alongside: CEO & Artistic Director



BURY ST EDMUNDS - A GREAT PLACE TO LIVE



Bury St Edmunds – A Great Place to Live

Bury St Edmunds was named best place to live in the East of England by the Sunday Times in 2019. Surrounded by countryside with 1,000 years of history to explore, Bury St Edmunds is often described as ‘a jewel in the crown’ of Suffolk.

Superb Schools

There are over 25 schools in Bury St Edmunds and the surrounding area, with 15 of those rated Outstanding or Good. West Suffolk College provides a huge array of further education opportunities and is one of the leading providers of apprenticeships in the country. Their partnerships with the University of Suffolk and The University of East Anglia also enable them to provide higher education diplomas and degrees.

Food & Drink

You cannot talk about Bury St Edmunds without mentioning the incredible restaurant scene, which is jam-packed with eateries to suit all palettes and budgets. From Michelin-starred Pea Porridge and Thai-tapas at The Giggling Squid to wonderful brunches at PrimaVista and award-winning Mexican food at Amigos, Bury is full of unique independent eateries. The town is home to Greene King, the biggest brewer in the country, alongside micro-breweries The Old Cannon and The Brewshed.

Surrounding Countryside

Beyond Bury St Edmunds you'll find acres of idyllic Suffolk countryside. Just a short drive away (or a brisk walk if you're feeling energetic!) are the stunning historic villages of Lavenham and Long Melford, each of which is home to quirky boutiques, cosy pubs, antique shops and unique galleries. Wildlife is thriving in Suffolk, with nature reserves across the region run by Suffolk Wildlife Trust, The National Trust and the RSPB. The county is well-known for its wild-swimming spots and the coast is only an hour away, with great beaches in Felixstowe, Lowestoft, Southwold and Aldeburgh.

An Historic Market Town

Bury St Edmunds is home to over 200 retail outlets that line the picturesque historic streets. The town centre is home to the Arc shopping centre and several of your favourite big high street brands, as well as a selection of independent shops and boutiques selling everything from clothes to homeware and toys to souvenirs. The town has played host to a market for over 1,000 years and today you can visit on Wednesdays and Saturdays. Here you can purchase an all sorts of local produce, as well as plants, clothes and even Portuguese pottery. With over 80 stallholders on a Saturday, the market is not to be missed.

Culture

Arts and culture are thriving in Bury St Edmunds! Theatre Royal, the UK's only remaining Regency playhouse, is surrounded by the stunning Cathedral and Abbey Gardens at the heart of the town. The Apex concert hall is home to a diverse programme of live music; from classical concerts to pop, rock, jazz, blues, world, country and folk. The town has three cinemas including Abbeygate Cinema, an independent cinema that dates back to the 1920s and screens all the latest blockbusters, as well as independent and arthouse films. Every summer our county hosts the Latitude music festival and the First Light Festival, which marks the first sunrise of the British midsummer with a weekend of unique performances and events under the solstice sun.

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