



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

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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

About us

Theatre Royal is a mid-sized Regency theatre based in the heart of Suffolk. We provide a broad programme and range of opportunities for our local and regional community to engage with performing arts, share the thrill of live theatre and to create lasting memories for our audiences.

We're a small, enthusiastic and ambitious team of creative problem solvers, driven by the positive impact we have on people of all ages and backgrounds within the beautiful setting of our unique building.

You'd be joining a core team of 24 and a wider team of over 100, ensuring and providing exceptional visitor experience for everyone who visits and engages with Theatre Royal.

Please find enclosed a job 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

We are committed to equality of opportunity, to being fair and inclusive, and to being a place where everyone is welcome. We therefore particularly encourage applications from candidates who are likely to be underrepresented in Theatre Royal's workforce. These include people of the global majority, disabled people, and people from lower-socio economic backgrounds.

Please complete and return the application form and accompanying paperwork by

Midday 3 March 2026

Interviews will take place at Theatre Royal on **11 March 2026**

Applications will be accepted by email to jobs@theatreroyal.org, in person delivered via the Box Office or by post. If posting or delivering your application, please mark your it as Confidential – Recruitment. Post to:

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

Good luck and thank you for your interest in working at Theatre Royal

Role Description

Purpose of post

This is a crucial role ensuring the smooth operation of this country's only working example of a playhouse dating from the Regency period. The postholder will be responsible for coordinating the maintenance schedule around a busy programme of events whilst balancing the operational requirements of Health and Safety. Forging and maintaining business relationships with external contractors and the National Trust, covering the requirements of a Grade 1 heritage building.

The ideal candidate is a practical individual with a can-do attitude.

Areas of Responsibility

To work with National Trust to ensure premises are managed and maintained whilst satisfying operational requirements.

To liaise with Greene King ensuring Access and premises are maintained in accordance to the lease.

To lead the Health & Safety Group reviewing and revising Procedures.

Disseminate and train where applicable and ensure procedures are adhered to.

To complete and create a rigorous regular testing and risk assessment regime.

To plan all maintenance requirements, scheduling a rolling maintenance plan in line with an annual budget.

Identify and manage all contractors in relation to building maintenance and security.

To be part of the operations meetings to ensure the smooth running of the company's operations within the Theatre Royal's premises and off site.

To manage the cleaning contractors to ensure the building is well maintained and cleaning standards are high.

To ensure all Theatre Royal's policies are implemented including Health & Safety, Access, Environment and Risk Management.

To ensure that the venue is locked and alarmed at the end of each day

To be a designated key holder and coordinate and champion the theatre's security systems.

To Manage the Organisations Storage facility.

To monitor the environmental impact of the organisation and work with the General Manager to set targets to reduce our environmental impact.

To undertake any other reasonable duties as requested by Management.

Department: Facilities

Responsible to: General Manager

Location: Theatre Royal BSE

Person Specification

Key Requirements

Driving licence
All round practical Maintenance skills
Comprehensive knowledge of tools and how they work
Working knowledge of domestic electrics and plumbing
Ability to problem solve
Resourcefulness
Organisation skills
Ability to think on your feet
Flexibility, Adaptability and reactive
To champion and implement carbon footprint reduction strategies
Willingness to undertake any appropriate training required

Desirable

Legionella Control
Experience with Heating & Cooling systems & BMS (Building Management System)
1st Aid certificate
Knowledge of Health & Safety rules

Terms & Conditions

Contract	Permanent
Salary	£26,644.58 per annum rising to £27,443.92 from 1st April 2026 - Pro rata
Hours of Work	Part Time 30 Hours (Monday–Friday)
Place of Work	Theatre Royal Bury St Edmunds
Annual Leave	You will be paid statutory holiday pay.
Allowances	<p>Travel/mileage expenses whilst on Theatre Royal business.</p> <p>Staff members receive an allocation of complimentary tickets for some performances at Theatre Royal for personal use only.</p>
Pensions	We offer a workplace pension in line with statutory requirements.
Other Information	There is a comprehensive staff handbook and induction plan with detailed information on policies, practices and working arrangements offered to all staff.

Additional Information

Do you need a permit to work in the United Kingdom?

Do you have any condition or disability which may affect your ability to do the job, and/or require us to make reasonable adjustments? If so please include details.

Benefits

22 days paid leave annually, plus bank holidays. With an additional day's holiday added for each full year (1 April – 31 March) of service, up to 5 additional days.

Discounted tickets and access to complimentary tickets to in-house productions and visiting shows subject to availability and conditions.

Access to priority booking and first-to-know notice of upcoming performances.

Continuous support and development supported by your line manager.

All staff tea and cake break for your birthday.

Varied range of regular socials and all staff gatherings throughout the year including our annual summer picnic, Christmas party plus ad hoc staff outings (previously these have included Abbeygate Cinema, Ickworth Park, Greene King Brewery tours)

Regular all staff training opportunities and strategy days.

A workplace pension and maternity leave in line with statutory requirements.

Internal team of Mental Health First Aiders, with access to partnered wellbeing services.

Expenses on any travel on behalf of the theatre (other than commuting).

Mobile phone allowance.

Opportunities to attend industry events to further your knowledge and learn from peers.

References

Please supply the name, address, phone number and email of two persons (other than relatives) from whom references can be obtained. If you have had previous employment, one of your referees should be your current or most recent employer. Please state if it is a personal or employer referee.



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 breakfasts and brunches at Gastrono-Me 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.

