



Theatre Royal Bury St Edmunds

# JOB PACK

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

[theatreroyal.org](http://theatreroyal.org) | 01284 769505



# Welcome

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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](mailto:admin@Theatreroyal.org) [www.theatreroyal.org](http://www.theatreroyal.org)

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

# Applying For This Role

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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](http://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 22 July 2026**

Interviews will take place at Theatre Royal on **29 July 2026**

Applications will be accepted by email to [jobs@theatreroyal.org](mailto: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

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## Purpose of post

The post holder will work alongside the Artistic Director to deliver our ambitions as well as the organisation's wider strategic aims and objectives.

The Finance Director will provide expert financial leadership and help to ensure the financial stability of Theatre Royal.

## Areas of Responsibility

Establish organisational models which will build and maintain charitable reserves.

Manage the organisations Management accounting monthly reporting

Devise and manage the organisation's annual Budget, with the business goal protecting the charitable activities of the following year.

Monthly financial planning and reporting.

Present financial reports and plans to Resources sub committee of the Board.

Collaborate with CEO and Board on strategic decisions.

Create and implement policies for business spending and funding.

Setting departmental Budgets.

Monitor economy and market trends and impact how they may impact the Organisation.

Manage the organisation's tax reporting obligations.

Dealing with external audits and ensuring the organisation complies with accounting standards.

Attending all board meetings to present quarterly finance reports.

To undertake any other reasonable duties as requested.

**Department:** Finance

**Responsible for** Finance Manager and Finance Officer

**Location:** Theatre Royal BSE

# Person Specification

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## Key Requirements

Strong financial and business acumen, financial qualification or proven experience.

Experience in financial planning and analysis, including budgeting, forecasting and cash flow management.

CIMA/ACCA/ACA qualified or equivalent experience

Proficient in SAGE 50 and SAGE Payroll

Strong technical management accountancy skills

Good understanding of financial process and control

Excellent Excel and IT skills

Good communication skills with both finance and non-finance teams

Collaborative with good problem-solving skills

## Desirable

Experience in the arts and cultural sector (preferably within Theatre)

Knowledge of SAGE Intacct

# Terms & Conditions

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|------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Contract               | Permanent                                                                                                                                                                                                                                            |
| Salary                 | £44,366.84 FT hours (pro rata £26,165 per annum,) payable monthly in £44,366.84 pro rata £26,165 per annum , payable monthly in arrears.                                                                                                             |
| Hours of Work          | Part Time: 23 Hours (Monday–Friday)                                                                                                                                                                                                                  |
| Place of Work          | Theatre Royal Bury St Edmunds with flexible working from home                                                                                                                                                                                        |
| Annual Leave           | 22 days plus Bank and other Public Holidays (pro rata). Additionally, you will be entitled to one additional day's holiday per annum for every full year (1 April to 31 March) of service with the Company, up to a maximum of five additional days. |
| Allowances             | Travel/mileage expenses whilst on Theatre Royal business.<br><br>Staff members receive an allocation of complimentary tickets for some performances at Theatre Royal for personal use only.                                                          |
| 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

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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

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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 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.

