



Job Pack



Awards, Events & Partnerships Coordinator

October 2026

Welcome From Our Co-CEOs

Thank you for your interest in working with us at the Society of London Theatre and UK Theatre. Our organisations are the membership bodies for the theatre sector, representing theatre producers, managers, owners, and operators both in London's West End and across the UK.

This is an exciting opportunity to work for our organisations, working on behalf of a vibrant and diverse sector, at a critical time for our industry. After we joined the organisations, we started a strategic review process which defined who we represent and our new vision and mission.

Our vision is a dynamic, sustainable and world-class theatre sector.

Our mission is to champion theatre and support our members to thrive.

To deliver our vision and mission, we are in the final year of an exciting three-year strategy delivering against ambitious three-year goals and we are in the process of developing our next three-year strategy which will build on the successes of the last three years. .

However, we can't achieve our vision and mission alone. That's where you come in. To achieve our goals, we need an organisation that is fit for purpose, with the people, systems and processes needed to make an even greater impact for our members. The candidate we are looking for is someone who can embody our values, our vision and mission and the competencies for the role.

Theatre and the performing arts industries enrich our lives and strengthen our sense of belonging and are a cornerstone of both the levelling up and growth agendas. Alongside the social and cultural benefit our members provide, theatre is also a key component of our fast-growing creative industries. Domestically, theatre generates £2.39bn GVA, supporting 205,000 workers. For every £1 spent on a theatre ticket, an additional spend of £1.40 is generated in local economies, adding up to £1.94bn per annum of extra value added to local economies by theatre audiences.

We work hard, and aim to have fun while we're doing it. We have a fantastic team of around 60 people working across our main office in Rose Street and the Official London Theatre Ticket Booth in Leicester Square. Our social committee ensures that we have plenty of opportunities to get to know each other and our sustainability committee is working hard to ensure we play our part in protecting the planet. While a background in theatre or the arts is not essential, an appreciation for performing arts and the importance of cultural activities as an integral part of our lives is important.

We hope you find this role of interest and look forward to receiving your application.

All best wishes,

Claire Walker & Hannah Essex

Co-Chief Executives

Who we are & what we do

Based in the heart of Covent Garden, Society of London Theatre (SOLT) & UK Theatre are the membership bodies for the theatre sector, representing theatre producers, managers, owners and operators.

We have a shared staff team working together to deliver our joint vision and mission for our two organisations.

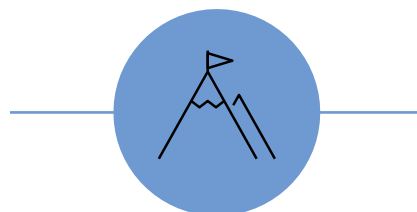
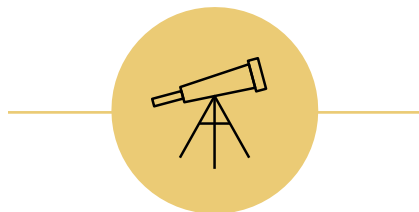
Our vision – the world we want to see – is a **dynamic, sustainable and world-class theatre sector**.

Our mission – what we do as an organisation – is to **champion theatre and support our members to thrive**.

In order to deliver on our vision and mission we have three joint priority areas for both organisations. These bring together our membership services, advocacy campaigns, audience initiatives and major events and awards.

Our three joint priority areas are:

- **Membership:** Developing a growing, engaged and united membership
- **Audiences:** Increasing engagement with theatre
- **Advocacy:** Create the conditions for theatres to thrive



Introduction to Our Values

Our **Values** have been co-created by us, the team at SOLT & UK Theatre. They are authentic to us and we are all responsible in upholding them to create the working environment and culture we need to succeed.

They help guide the way we work together - as a team, with our members, customers and everyone who we interact with to enable us to deliver our **Vision and Mission**.



Purpose

We work with and for our members



Contribution

We own our impact



Ambition

We believe in the art of the possible



Collaboration

We are all in it together



Inclusion

We champion and celebrate diversity

Our Values

Purpose

We work with and for our members

We work **with** our members and the wider sector in true collaboration with a shared purpose to deliver our vision and mission. We work **for** our members with many other groups, including audiences, customers, partners and stakeholders.

We respect and champion the unique impact our members make to welcome, entertain, challenge, inspire and tell stories which change lives. We gather relevant knowledge from inside and outside our sector to continuously support, challenge and inspire our members.



Contribution

We own our impact

We are empowered to take ownership of our work to make meaningful contributions and take pride in the impact we deliver. We work from a basis of trust and a culture which balances freedom to deliver our roles with professional accountability.

We use our initiative to understand our roles and the part we play in delivering our objectives. We are generous in sharing our unique skills, knowledge and talents with colleagues to help each other grow and develop.



Ambition

We believe in the art of the possible

We are ambitious for ourselves, our team and our members. We welcome new ideas, optimism, innovation, creativity and feel empowered to challenge the status quo.

We try to avoid getting bogged down in the day to day and remember to consider the bigger picture. We problem solve as we go. We understand that part of delivering, is taking time to plan, reflect and grow for next time.



Collaboration



We are all in it together

We respect and appreciate our colleagues and work collaboratively towards shared success and overcoming challenges. We celebrate the wins, big or small, and take pride in the journey we're creating.

We create opportunities to celebrate and embrace the joy of working in theatre. We communicate openly, with fairness and honesty.

Inclusion



We champion and celebrate diversity

Inclusivity is the common thread which runs through all our Values. We welcome diverse perspectives and understand everyone brings different skills and experiences from which we can all benefit.

- I encourage a culture where everyone can belong and I treat everyone with empathy and respect.
- I seek to understand diversity in its broadest sense.
- I acknowledge any privilege and challenge my unconscious bias.

Awards, Events & Partnerships Coordinator

Role description

We are renowned for our spectacular events and industry-leading awards programmes. The Olivier Awards, West End LIVE, Theatre Conference and UK Theatre Awards are landmark events that celebrate and champion theatre across the UK.

The Awards, Events & Partnerships Coordinator provides administrative and operational support across our awards programmes, events, partnerships and commercial activities. Working closely with the Awards & Events Manager and Awards & Events Associate, the Coordinator plays a key role in ensuring projects are delivered efficiently, stakeholders are supported effectively and event operations run smoothly.

This role is ideal for an organised and enthusiastic individual looking to build experience in awards and events management within a fast-paced and collaborative environment.

How to apply

To apply for this role please send your CV and covering letter by email including in the email subject line “**[Your first name and surname], Awards, Events & Partnerships Coordinator**” to jobs@soltukt.co.uk.

Closing Date for Applications: 12noon on Friday 23 October 2026

We welcome applications from all and are open to discussing access requirements. If you would like to discuss any access needs during your application or, if you are selected for interview, at the interview stage, please email us at jobs@soltukt.co.uk and the HR team will get in touch with you.

Contract type	Full time (35 hours per week)
Salary band	Band E (£27,000 - £33,000). New appointments are expected to be made at the bottom of the Band range.
Key responsibilities & accountabilities	Awards Administration • Support the administration of awards governance, including submissions, eligibility checks, judging processes and nominee communications. • Assist in the coordination of judging panel meetings, schedules, paperwork and logistics. • Maintain accurate awards databases, records and reporting documents. • Assist with the management of awards ceremonies, presentations and associated activities. • Coordinate trophy orders, engraving requirements and recipient fulfilment. • Assist with brochure asset collation and proofreading. • Prepare award-related correspondence and documentation as required. • Support the confidential administration of awards results and voting processes. Event Delivery & Operations • Provide administrative and logistical support for all events, including the Olivier Awards, West End LIVE, Theatre Conference, UK Theatre Awards and additional industry and member events. • Assist with event planning documentation including project timelines, guest lists, accreditation records and event schedules. • Coordinate venue bookings, supplier information and logistical requirements. • Support the management of attendee registration, ticket allocations and RSVP tracking. • Assist with on-site event delivery, ensuring stakeholders, suppliers, members and guests receive a high-quality experience.

	• Prepare event materials, including briefing documents, signage and event packs. • Support post-event reporting, evaluation and record keeping. • Update website content and online information relating to awards and events. Partnerships & Stakeholder Support • Assist in delivering partnership and sponsorship benefits, ensuring obligations are fulfilled accurately and on time. • Maintain stakeholder records and contact databases. • Support communications with sponsors, members, venues, suppliers and other partners. • Coordinate partner assets, advertisements and event materials as required. Team Administration • Organise meetings, circulate agendas and record actions. • Monitor shared inboxes and respond to routine enquiries. • Maintain filing systems and project documentation. • Provide general administrative support to the Awards & Events Manager, Awards & Events Associate and Partnerships Lead. • Undertake any other duties reasonably required by the Head of Awards, Events & Partnerships. • Be an active member of the cross departmental coordinator team, providing administrative cover and support when needed including undertaking shifts at our ticket booth in Leicester Square and on reception when required.
Line Management	Reporting to your line manager: Awards & Events Manager Works closely with: Awards & Events Associate, Partnerships Lead and Head of Awards, Events & Partnerships Direct reports: None

Technical knowledge & skills required	Essential • Experience in an administrative, events, membership or customer-facing role. • Excellent organisational skills with strong attention to detail. • Ability to manage multiple tasks and deadlines simultaneously. • Strong written and verbal communication skills. • Excellent interpersonal skills and ability to build positive working relationships. • Competent user of Microsoft Office applications, including Excel, Word and Outlook. • Ability to work flexibly, including occasional evenings and weekends during events. Desirable • Experience supporting events, conferences, awards programmes or live productions. • Experience working with databases, CRM systems or registration platforms. • Knowledge of the theatre, arts, entertainment or membership sectors. • Experience using Canva, Adobe Creative Suite or similar platforms.
Competencies	Impact • You will support the delivery of activities and projects to the highest possible standards, supporting the delivery of KPIs (Key Performance Indicators) and targets and ensuring that you feed into evaluations and progress updates. • You will support the delivery of cross organisational projects and activities. You will share your experiences to support the development of business and organisational plans. • You have a collegiate approach with coordinator colleagues, ensuring excellent administrative support across the organisation. Communication • You manage positive day-to-day relationships with stakeholders and members. Innovation • With support, you look at how you can bring innovation and help solve problems in your work. Knowledge

	- You have good experience for the role and are looking to develop this further. Culture - Be part of a culture of transparency, equality, diversity and inclusion, fairness, and personal development for all staff. - Work with your line manager to ensure that your personal development plan is delivered and completed. - A team player, willing to grab hold of opportunities and support the priorities of others when needed.
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Working with us

Location	Our main office is based in Covent Garden; London and the Ticket Booth is based in Leicester Square. Depending on the role, we have an agile working policy which means that we expect minimum of 60% of your working hours to be spent in the office or with members each week. You are, of course, welcome to come in more than that if you prefer.
Flexible working	All roles are open to flexible working – e.g job share, reduced hours or other flexible working approaches.
Annual leave	Annual leave for a full-time role is 25 days. Non contractual time off: your Birthday off or a day off within two weeks of your birthday. Company Closure Day, normally on a day next to a Christmas bank holiday.
Benefits & Perks	Society of London Theatre and UK Theatre support the welfare of their employees and offer a range of short-term and long-term benefits. We regularly review our employee benefits in consultation with staff to ensure our offer is competitive and fit for purpose in today's society. Your health & wellbeing The health and wellbeing of our staff is our upmost priority and we offer a range of benefits. The following non-contractual benefits are currently available to employees: • WeCARE – Digital Wellbeing. A complete solution across Physical & Mental Health, Finance and Legal support. Advice from qualified professionals tailored to the individual. • MyStrength – One to one support with a qualified Wellbeing guide, a person there to help and support on your wellbeing journey. Support built around the individual.

	• Toothfairy – Smart dental App – Your personal dentist. • Paid annual eyesight test • Paid annual flu vaccine Your finances & protection We offer a pension scheme and further protections. Pension scheme • Contributory pension scheme: the current contributions are: ○ Employer Contribution: 5% of gross pay ○ Employee Contribution: Minimum 3% of gross pay Personal circumstances • Death-in-Service Insurance Cover – 3 x annual salary. Personal development • We invest and believe in continuous professional development and training opportunities for all. • Where appropriate, we suggest and arrange professional mentors to offer additional external guidance. Travel to work Many of our staff walk, use public transport or cycle to work or a combination of the above. The following apply after probationary period: • Interest-free Travel Season Ticket loan • Cycle to work scheme Theatregoing Our staff champion theatre and the work of our members. That includes attending regular theatre productions and visiting members (where appropriate) across the UK.
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	• Staff are offered complimentary show tickets on set dates and sometimes to attend opening nights of productions. • All staff can buy Theatre Tokens with a 10% discount. Events & experiences We offer many opportunities to get involved with events such as West End Live, the Olivier Awards, Kids Week workshops and Theatre Craft (jobs fair for craft roles in theatre sector). Socialising with colleagues We have a dedicated social committee with organisational budget. Recent events have included: a quiz night, karaoke, bowling, summer party, games night, festive celebration and many more. Sustainability We have a dedicated Green Committee to champion sustainability and a green agenda throughout our building and the way we work. Recent activities include swap and shop clothes recycling, reduction in all waste, a review of our energy use and much more. Local discounts • Local retail discounts through Heart of London Club and Love Covent Garden. • 20% off at Trevor Sorbie hair salon in Covent Garden.
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