



Job Pack



CEO & Executive Office Manager (Maternity Cover)

January 2025

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 now have an exciting five-year strategy and ambitious five-year goals that will deliver for our members.

However, we can't achieve our vision and mission alone. That's where you come in. You will play a crucial role in supporting us to deliver 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 and enable us to be best Chief Executives for our sector.

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 Gross Value Added, 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 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

Our values



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 commitment to Diversity, Equity and Inclusion

We are committed to putting diversity, equity and inclusion at the heart of everything we do. We do this through recruiting from the widest spectrum of channels, constantly reviewing our policies and procedures to ensure they are fit for purpose and giving all our staff a voice. Our mission to produce a skilled, diverse and productive workforce for now and the future is crucial to our success as an organisation.

CEO & Executive Office Manager

(Maternity Cover)

Role description

In this role you will be responsible for the smooth running of the CEO and Executive Office, ensuring the Co-Chief Executive Officers (Co-CEOs), Executive team, Presidents and Boards receive outstanding administrative support. You will work closely with the Co-CEOs to support the implementation of the strategy, managing organisational projects and the annual governance cycle.

How to apply

To apply for this role please send your CV and a covering letter answering questions 1-3 below. These questions are designed to help us understand your experience, judgement and motivation for the role, beyond what is captured in your CV.

We recommend a total word count of no more than 750 words, but you are welcome to write less.

1. Please describe your experience of working within or managing a CEO or Director level office. What have you found most challenging about this type of role, and how have you approached it?
2. Trust, judgement and relationships are central to this role. Please give an example of a situation where your judgement or approach helped build confidence, manage sensitivity or resolve a complex issue.
3. What attracts you to this role at Society of London Theatre and UK Theatre, and how do our values and purpose resonate with you?

Please feel free to add any information that will further support your application.

Please send your application by email including in the email subject line "**[Your first name and surname], CEO & Executive Office Manager**" to jobs@soltukt.co.uk.

Closing Date for Applications: 8th February 2026. Interviews will take place early to mid-February, with a view to making an offer of employment to the successful candidate by the end of February.

The successful applicant will be required to commence work on or before 1st April 2026. Please do not apply unless this is feasible.

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.

Please note that SOLT & UK Theatre is unable to provide visa sponsorship. Applicants must therefore have the right to work in the UK at the time of application.

Contract type	Maternity Cover: 12 month contract, 35 hours per week over Monday to Friday.
Salary band	Band C (£41,500 - £57,000). New appointments are expected to be made at the lower end of the Band range.
Key responsibilities & accountabilities	<ul style="list-style-type: none">• To provide outstanding and confidential administrative support to the Co-Chief Executives and, through the CEO Office Coordinator, the wider Executive Team, including to provide diary management, booking travel and accommodation; administrating the CEOs expenses and appropriate sign off; preparation of any paperwork/ briefing documents / meeting notes; monitoring CEO inbox and liaising with stakeholders as required• Manage the annual governance cycle, provide administrative support to both Board and committee meetings. This includes,

	<p>leading on logistical support to Executive Team, Presidents and Board members, ensuring Board papers are completed, collated and distributed in timely fashion, providing concise minutes, ensuring Board action logs are updated, ensuring meeting rooms are booked and appropriate technology and/or travel plans are in place where needed. Additionally, for Theatre Development Trust (TDT) administer the annual grants round and monitor the delivery reporting and payments. Lead ongoing development of Board governance portal on SharePoint</p> <ul style="list-style-type: none"> • Manage organisational activities such as the Business Planning Cycle and risk management process and lead on collating of the quarterly reports for the Boards, tracking progress against the agreed business plan • Support the Co-CEOs with project work and preparation for Board and other governance meetings by conducting desktop research, sourcing quotes from external suppliers, collating information, drafting notes or options papers, proof reading and suggesting content improvements as required • Build strong relationships with internal and external stakeholders at all levels, acting as a key representative for the CEOs and ensuring smooth communication on their behalf • Monitor the CEO office and Co-CEOs inboxes and respond to member and stakeholder queries where appropriate, working with the broader organisation as necessary • Maintain awareness of organisational development and priorities to enable efficient planning of Executive Team meetings; manage the meeting tracker to ensure cohesion across the organisation; and provide weekly updates to Co-CEOs, Executive Team and Presidents • Manage internal staff engagement across the organisation, working with the CEO office coordinator to lead team breakfasts, manage industry insights sessions and deliver team
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	<p>newsletters and updates and wider internal communications. Lead on promoting and embedding values across the staff team, including recognition programme for values champions</p> <ul style="list-style-type: none"> • Work with HR Lead to ensure development plan is in place to support administrative staff across the organisation • Line manage and support the development of the CEO Office Coordinator, ensuring they are given the support needed to be effective in their role • Work with the Operations Team to consult on and agree common ways of working across the organisation including consistent use of project management and communications tools / software packages • Attend press nights where appropriate and take advantage of trade tickets when offered • Undertake any other duties as reasonably required • This role may include some work on evenings and weekends, as required by your line manager to support Co-CEOs and the wider organisation
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Directorate	<p>This role sits within the CEO Office team whose focus is to support the Co-CEOs and Executive team to deliver the core strategy and ensure that we operate in the most innovative way to deliver the organisations goal in partnership with our members. Our team plays a key role in ensuring cross organisational projects are delivered cohesively and effective administrative support is provided across the organisation.</p> <p>Reporting to your line manager: Co-Chief Executives Direct reports: CEO Office Coordinator</p>
Technical knowledge & skills required	<ul style="list-style-type: none"> Applicants must have demonstrable experience of working within and managing a CEO or Director level office. Highly proficient in use of Microsoft 365, particularly Outlook Exceptional project management and organisational skills with demonstrable experience of managing a diverse and busy workload Excellent written and verbal communication skills Ability to build constructive relationships with a range of internal and external stakeholders Diplomatic and able to be trusted with highly sensitive and confidential information An understanding and commitment to equality, diversity and inclusion An interest and broad understanding of the theatre industry
Competencies	<p>Impact:</p> <ul style="list-style-type: none"> As a manager in the organisation, you are responsible for the management and delivery of a specific function(s) within SOLT/ UKT to the highest possible standard, ensuring that activities and projects meet goals and KPIs. You will support the development of and deliver on, business goals and strategic plans. You will evaluate your functions performance and make recommendations for improvement. You will feed into the

	<p>development of business and strategic plans. You will project manage a range of cross organisational projects and/or projects with members.</p> <p>Communication:</p> <ul style="list-style-type: none"> • A good communicator, you manage relationships with stakeholders and members within your function to achieve positive outcomes. When required you will be an effective advocate for the organisations at meetings with members or other stakeholders <p>Innovation:</p> <ul style="list-style-type: none"> • You will set direction and champion innovation within your function. • You will promote a culture, seek best practice from our sector and others to ensure innovation and improvement. • You will problem solve and make business decisions within your function, and feed into strategic and business decisions at an organisational and sector level. <p>Knowledge:</p> <ul style="list-style-type: none"> • You will have significant expertise and qualifications that contribute to your function. • You invest in your own development, implementing learnings and making suggestions. <p>Culture:</p> <ul style="list-style-type: none"> • Support the culture of transparency, equality, diversity and inclusion, fairness and personal development for all staff. • Ensuring that personal development programmes are in place for those you line manage and demonstrate the best possible management experience to them. • 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	<p>Our main office is based in Covent Garden, London and the Ticket Booth is based in Leicester Square.</p> <p>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. Please note, you will be expected to work outside of core hours from time to time to meet the needs of the organisation.</p>
Flexible working	<p>All roles are open to flexible working – e.g. job share, reduced hours or other flexible working approaches.</p>
Annual leave	<p>Annual leave for a full-time role is 25 days, rising to 27 days after five years.</p> <p>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.</p>
Benefits & Perks	<p>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.</p> <p>Your health & wellbeing</p> <p>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:</p> <ul style="list-style-type: none">• 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.

	<ul style="list-style-type: none"> • Toothfairy – Smart dental App – Your personal dentist. • Paid annual eyesight test • Paid annual flu vaccine <p>Your finances & protection</p> <p>We offer a pension scheme and further protections.</p> <p>Pension scheme</p> <ul style="list-style-type: none"> • Contributory pension scheme: the current contributions are: <ul style="list-style-type: none"> ◦ Employer Contribution: 5% of gross pay ◦ Employee Contribution: Minimum 3% of gross pay <p>Personal circumstances</p> <ul style="list-style-type: none"> • Death-in-Service Insurance Cover – 3 x annual salary. <p>Personal development</p> <ul style="list-style-type: none"> • 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. <p>Travel to work</p> <p>Many of our staff walk, use public transport or cycle to work or a combination of the above.</p> <p>The following apply after probationary period:</p> <ul style="list-style-type: none"> • Interest-free Travel Season Ticket loan <ul style="list-style-type: none"> ◦ Cycle to work scheme <p>Theatregoing</p> <p>Our staff champion theatre and the work of our members. That includes attending regular theatre productions and visiting members (where appropriate) across the UK.</p> <ul style="list-style-type: none"> • Staff are offered complimentary show tickets on set dates and sometimes to attend opening nights of productions. <ul style="list-style-type: none"> ◦ All staff can buy Theatre Tokens with a 10% discount.
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	<p>Events & experiences</p> <p>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).</p> <p>Socialising with colleagues</p> <p>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.</p> <p>Sustainability</p> <p>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.</p> <p>Local discounts</p> <ul style="list-style-type: none">• 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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