

Introduction to the Stephen Joseph Theatre

The Stephen Joseph Theatre (SJT) is a producing theatre based in Scarborough; it has a national and international reputation, and offers a year-round programme of high-quality theatre and film. SJT also provides a wide-range of participatory activity, through which we work across the borough and with all ages and communities, including: a youth theatre for anyone aged from 5 – 25; schools' workshops; community choirs and activities for those with dementia.

Each year we produce seven shows, of which at least two are brand new. This year's programme includes the Broadway award-winning **Murder for Two**; a co-production of ***Calendar Girls – The Musical*** with Theatre by the Lake Keswick, Octagon Bolton and New Wolsey Ipswich (our big show for the summer); Olivier award-winning comedy ***Handbagged***; a world-premiere of Alan Ayckbourn's 92nd new play ***The Trial of Romeo Oscar***; ***All At Sea***, a piece of new writing in collaboration with Live Theatre; and our Christmas shows: ***Puss in Boots*** and ***Hairy Bob's Christmas Jumper.***

The work from our visiting companies includes dance, drama, music, solo shows, comedy, family work, circus, poetry, cabaret, magic and drag and this year we've welcomed Blackeyed Theatre, Frozen Light, John Godber, Mark Thomas, Townsend Productions and Daniel Kitson (amongst others). Our cinema shows nearly 400 films a year, ranging from *Wicked* and *Downton Abbey* to the latest live streaming from the National Theatre.

Our theatre benefits from its proximity to the beautiful North Yorkshire coastline as well as the North York Moors and the Yorkshire Wolds. Scarborough was the first British seaside resort to be established in England and remains one of the UK's most visited destinations. SJT is at the heart of the cultural regeneration plans established by Scarborough Borough Council and now being taken forwards by North Yorkshire Council (who replaced SBC after Local Government Reorganisation). These include Scarborough Fair - a year-round cultural programme incorporating five high-quality, distinctive festivals – the creation of a new council wide cultural strategy and the reinvigoration of the high street.

For locals, and for the thousands who visit this beautiful part of the world every year, SJT provides year-round entertainment: diverse, funny, surprising, visually daring and packing a big emotional punch.








APPLAUSE
ON AIR





Welcome from SJT

Thank you for your interest in the role of Workshop and Facilities Manager at the Stephen Joseph Theatre.

The SJT is housed in a Grade II listed Art Deco former Odeon Cinema, built in 1936 and extensively converted in 1996 to create the theatre we know today. This distinctive building is at the heart of our organisation, welcoming around 80,000 people each year to experience live performance, cinema and a wide range of creative activities.

Looking after a building of this age and character brings both challenges and opportunities. Ongoing maintenance, repairs, servicing and refurbishment are essential to ensuring that the SJT remains safe, functional, accessible and welcoming for our audiences, participants and colleagues. Your role will be central to protecting this unique building and ensuring it continues to serve our community for years to come.

You will also play a key part within the theatre's workshop, helping to bring our in-house productions to life. You will be involved in the construction and installation of scenic elements, carrying out running repairs to sets and props and supporting the needs of our creative and production teams. You will also help maintain a safe, well-organised and efficient workshop environment, ensuring that tools, equipment and materials are well managed and that the space supports the successful delivery of our productions.

You will be joining us at an exciting time of significant investment and renewal. A major capital project planned for 2027 will include the replacement of our heating, ventilation and cooling systems, essential work to address historic maintenance issues, and the re-roofing of the building. Alongside this, the McCarthy auditorium will undergo a major refurbishment and reorganisation, creating a more welcoming and accessible space for cinema and live performance.

Working closely with the Head of Operations and Head of Production, you will play an important part in delivering these improvements while helping us develop more sustainable ways of operating our building and producing our shows. Environmental sustainability is a key priority for the SJT and your contribution will help shape how we meet these ambitions in the years ahead.

You will be supported by colleagues with a wealth of knowledge about the building, its facilities and its productions. At the same time, this is an opportunity to bring your own skills, experience and ideas to the role, helping us strengthen our approach to facilities management and develop new ways of working.

Above all, this role is about more than maintaining a building. It is about creating the conditions in which creativity can flourish, people feel welcome, and great theatre can happen. We look forward to welcoming you to the team and seeing the contribution you will make to the future of the Stephen Joseph Theatre.

Paul Baines
Head of Operations

Simon Bedwell
Head of Production

Our Theatre

Vision

We at the SJT believe that culture provokes interest and fires our imaginations; that sharing our experiences and our stories helps build communities and that collaboration builds a compassionate and engaged society.

Our role is to give everyone the opportunity to discover and celebrate their creativity.

In short, we believe that this is yours.

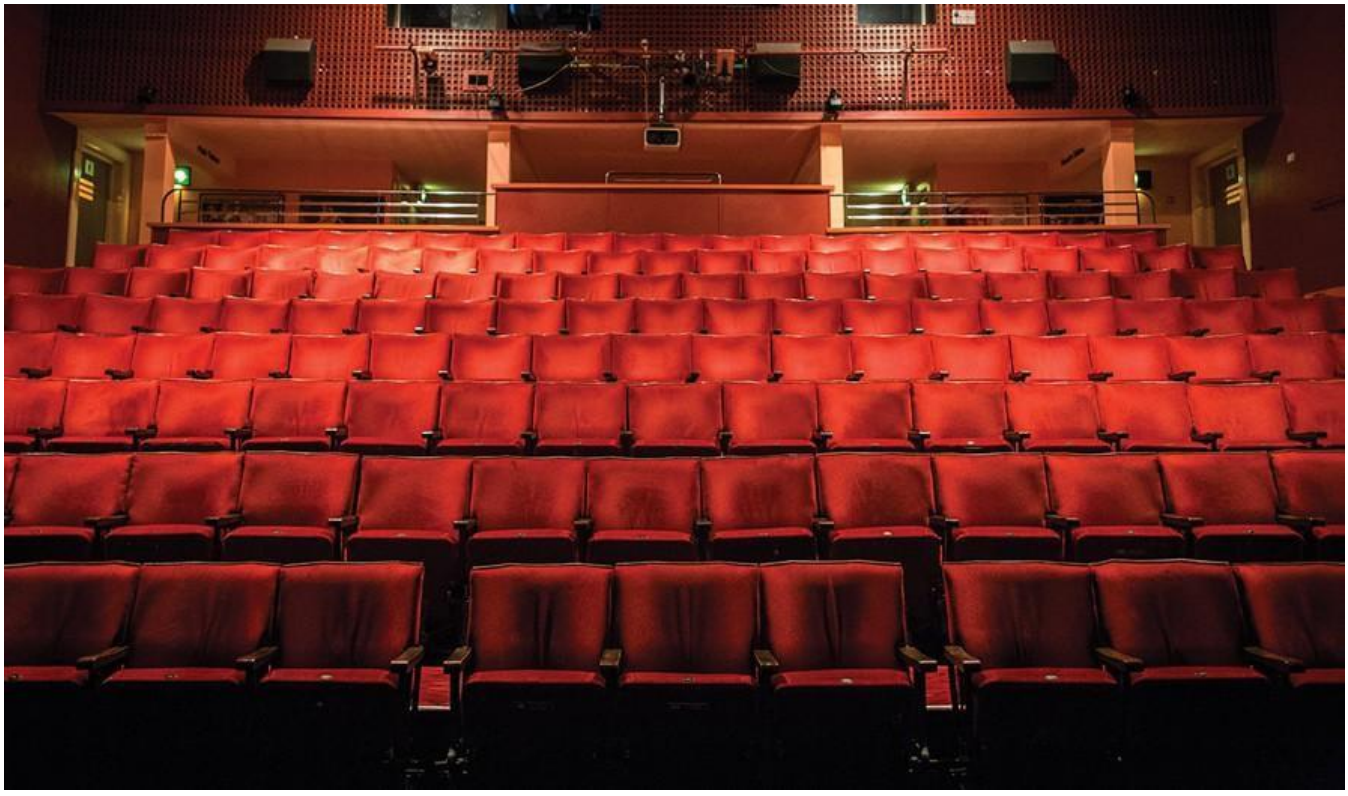
Building

Our theatre is housed in a converted 1936 Odeon cinema building, opposite Scarborough railway station and comprises:

- The Round, a 399-seat theatre space in the round.
- The McCarthy Theatre (The Mac), a 165-seat proscenium arch theatre and cinema.
- Rehearsal room, scenic workshop, wardrobe and store.
- Creative Engagement rooms, including dedicated studio space and classrooms.
- The Ramsay Reading Room.
- The Boden Room, a flexible function room.
- Bar and lounge, providing a flexible space for use by audiences and for events and the home of Eat Me Cafe.



The Round



The McCarthy

Workshop and Facilities Manager Job Description

Job Title: Workshop and Facilities Manager
Line managed by: Head of Production – in respect of workshops
Head of Operations – in respect of facilities
Line manages: n/a

Job Purpose:
The Workshop and Facilities Manager works across the Production and Operations departments. The role is responsible for the successful realisation of scenic elements for our in-house produced work, ensuring the highest standards of craftsmanship and efficiency in the build of set, props, and technical elements. The role also ensures that the SJT building is maintained to a high level of physical repair and that all domestic services such as heating, plumbing, electrics and control systems function correctly and in line with the needs of the business.

Key Responsibilities and Duties

Production & Technical Delivery

- To oversee the construction, installation of certain set elements and maintenance of sets, props, and staging for SJT productions.
- To ensure scenic pieces are delivered safely, efficiently, on time, and within budget.
- To collaborate closely with the Head of Production, Production Managers, and Production Staff to realise artistic visions.
- To work alongside the Head of Production, or equivalent, to supervise and coordinate workshop and stage teams during fit-ups, rehearsals, performances and get-outs, both at the SJT and at other venues.
- To maintain high standards of quality and finish across all workshop and stage work.
- To allocate workloads within the workshop to ensure smooth operations across multiple productions.
- As required, to assist the Head of Production and Head of Operations with risk assessments and the implementation of the sustainability measures contained within the Theatre Green Book.

Buildings

- To undertake basic maintenance of the fabric of the building and fixtures within it;
- To monitor and conduct basic routine maintenance of the following equipment (not exhaustive):
    - Heating ventilation and air conditioning equipment (HVAC)
    - Fire alarm and associated equipment
    - Intruder alarms
    - Various air compressors
    - Various pumps
    - Emergency lighting
    - Workshop equipment and tools
    - Sanitary wear and plumbing
    - Domestic lighting
    - Building electrical systems and appliances
    - Lifts and hoists
- To attend any equipment breakdown or material defect and assess what action is required;
- On a weekly basis, to programme the building management system to operate heating, lighting and ventilation efficiently to meet the demands of the theatre's programme;
- To undertake any minor electrical / plumbing / joinery work that can be done in house and to organise external contractors for work that cannot be done in house;
- To undertake annual PAT testing of relevant domestic appliances;

- To act as first point of contact for outside maintenance contractors and to supervise them whilst in the premises;
- To undertake and record the routine weekly testing of the fire alarm, emergency power and emergency lighting systems;
- To maintain interior decoration and finishes around the building.
- Along with the Head of Operations, to schedule and arrange all required service visits and major works;

Health, Safety & Compliance

- To take responsibility for Health and Safety within the Workshop and any other areas in which you are working.
- To ensure compliance with risk assessments, safe working practices, and relevant legislation.
- To maintain tools, machinery, and stage equipment in safe working order.

Resource Management

- To cost relevant workshop and stage materials, as required.
- To source and procure materials and services in a cost-effective and sustainable manner.
- To maintain accurate inventories of tools, equipment, and materials.

Collaboration & Communication

- To work closely with other departments (Lighting, Sound, Costume, Production, etc.) to ensure seamless production delivery.
- To attend production and management meetings as required by Head of Production, or equivalent.

General

- To maintain the library of building plans, spare keys, and stocks of spare parts and to order tools and materials as required.
- To drive the theatre van or other vehicles for deliveries, collections or other purposes.

Company Responsibilities

- To become familiar with the company's Staff Handbook and to work in accordance with its policies and approaches and with other key organisational strategies as may be required.
- To attend organisational meetings/rehearsals, as required.
- To undertake other tasks and duties as may reasonably be requested.

About role statements

As SJT evolves to meet the changing needs of a producing company the roles required of all staff will evolve. As such, staff should note that this document is not intended to represent the role that the incumbent will perform in perpetuity. This role statement is intended to provide an overall view of the role as at the date of this statement.

PERSON SPECIFICATION

Essential

- Demonstrable understanding of Health & Safety legislation
- Excellent written and verbal communication skills
- Ability to manage multiple priorities and work to deadlines
- Solution based approach to problem solving
- Positive attitude
- Strong organisational skills
- Experience of high craftmanship within a mostly timber based workshop
- A wide knowledge of joinery techniques and construction
- The ability to interpret technical drawings
- Basic plumbing and electrical skills

Desirable

- IT literate
- Experience of driving vans, including a full clean Driving Licence
- The ability to work well with creative teams and artists
- Good knowledge of rigging, flying, winches and other stage machinery
- Experience of making scenic elements for a variety of spaces/setups
- Experience of maintaining workshop machinery
- PAT testing qualification

Terms and Conditions

Salary:	£ 28,000 - £30,000 pa dependent on experience
Contract:	Permanent, full-time.
Probationary period:	Six months. Notice period is one month by either party during the probationary period
Notice Period:	Two months after probationary period
Hours:	37.5 hours per week
Pension:	The Company operates an auto-enrolment pension scheme in line with current government legislation.
Holiday Entitlement:	25 days per annum (exclusive of Public Holidays)
Place of work:	Stephen Joseph Theatre Scarborough

Any offer of employment will be subject to the receipt of:

- References that are satisfactory to Stephen Joseph Theatre
- Evidence of the right to work in the UK as defined by the Home Office
- A valid DBS check (if deemed necessary)



Application Process

Thank you for your interest in the role of Workshop and Facilities Manager here at SJT.

If you are interested, please send a copy of your up-to-date CV together with a letter explaining what attracts you to this position and why you think you would be good at it. We'd particularly like to hear from you about any specific examples of past experience that tie directly into the person specification.

As part of your application, please also include the names and contact details of two referees. We won't ask anyone for a reference before interviews and then only after checking with you first that you are happy for us to speak to them.

It's not part of your application, but it would really help us to monitor our equal opportunities plan if you could complete an Equal Opportunities Form, which can be found on the vacancies page on our website. This form will only be used for monitoring purposes; it will be removed when your application is received and kept separately so that it doesn't form any part of the shortlisting process.

All applications must be sent via email to Millie Deighton on Millie.Deighton@sjt.uk.com with "Workshop and Facilities Manager" in the subject line by midday on 30 November 2026.

Access provision and additional support/resources: We want this role to be an opportunity for the widest possible group of people who fit its criteria. We are committed to providing support with access requirements and are open to a conversation with any applicant about how they may be supported to fulfil the role. Please let us know of any access needs you may have at any point in the recruitment process and we will work with you to ensure those are met. We will also ensure that access requirements are not a factor in our decision-making process.

There's a wealth of useful info on communicating your specific needs here: www.accessdocsforartists.com and alexandrinahemsley.com/resources/access-rider-open-template/

We'll hold first round interviews on 11 December 2026.

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