

Breakthrough 2026 Job Description

Kenton Theatre – Theatre Operations Assistant - Henley on Thames

Employer name	Kenton Theatre		
Employer Website	www.thekenton.org.uk		
Employer main contact	Lottie Pheasant		
Employer email	lottie.pheasant@thekenton.org.uk		
Start Date	28 th September 2026	Hours Per Week	25
Working week	Core hours Mon- Friday 5 ½ hours a day with 30 mins unpaid for lunch. But the candidate will need to be flexible and able to work evenings and weekends to work Front of House to support with show-related activity of the theatre, particularly during December for our pantomime.	Hourly Wage	£12.71

Job Title	Theatre Operations Assistant
Company Overview	
<p>Who we are:</p> <p>The Kenton is a vibrant and historic theatre that has been entertaining audiences since 1805. From toe-tapping music and gripping drama to comedy, dance and family-friendly shows, The Kenton offers something for everyone in its intimate 240-seat auditorium. This beloved venue is also a hub for local community groups and private events, bringing people together in celebration of culture. With over 250 performances a year and an annual income of £850k+. The Kenton plays a vital role in the cultural landscape of Henley-on-Thames and the surrounding area.</p>	

Job Description

The Theatre Operations Assistant role is designed to provide a young person with practical experience across multiple aspects of arts and cultural venue management within a working regional theatre environment.

This is a varied, hands-on role supporting Front of House operations including the Box Office, hospitality (bar and coffee bar) and volunteer management alongside supporting the theatre's Marketing & Fundraising Department through campaigns, audience engagement activity, event support and our annual pantomime in December.

You will also play a role in supporting the launch and development of Kenton Youth, the theatre's new theatre education programme for young people, providing valuable experience in youth engagement and arts education within a professional theatre setting.

This role will include assisting with the:

- Day to day operations of the Box Office – selling tickets, helping customers etc
- Stock Management for bar and coffee bar
- Merchandise displays and sales
- Working Front of House for shows- ushering, Box Office, Front of House Management, coffee bar and bar
- Supporting with volunteer programme – training new volunteers, rota administration etc
- Poster and flyer management
- Brochure distribution
- Supporting with VIP press night for pantomime
- Supporting with fundraising events at the theatre
- Administration relating to the theatre education programme – Kenton Youth

As a small independent theatre, we are able to shape the role around the individual's interests, strengths and longer-term aspirations as much as possible, allowing you to gain experience in areas most relevant to your personal and professional development.

The role will be based at the Kenton Theatre

Skills and development

Candidates should be working towards:

- A genuine interest in the arts and live events.
- Customer service experience
- Demonstrable administration experience
- Excellent verbal and interpersonal communication skills and good written communication skills.
- High level of IT literacy – Outlook, Word, Excel and PowerPoint
- Flexibility in relation to duties and working hours, which will include evenings and weekends.

Desirable but not essential:

- Arts marketing experience
- Experience of ticketing or CRM systems
- Fundraising experience

Personal Qualities

- Enthusiastic with a high level of self-motivation
- Ability to work independently and with a busy team
- Ability to work accurately under pressure
- Good time management and ability to prioritise
- A positive attitude towards learning and development

Future Prospects

During the course of the placement, you will meet and network with other creative organisations which might present future opportunities. We will also provide a work placed mentor who can offer career advice and guidance, helping you to develop your CV and offer support with job applications and interviews.

Interview Date(s):

Tuesday 1 September