

## Breakthrough 2026 Job Description

### Marlborough Theatre Productions - Operations & Administration Assistant - Brighton/Hybrid

Employer name	Marlborough Theatre Productions		
Employer Website	<a href="https://marlboroughproductions.org.uk">https://marlboroughproductions.org.uk</a>		
Employer main contact	Jo Wilkie		
Employer email	Jo@marlboroughproductions.org.uk		
Start Date	28 <sup>th</sup> September 2026	Hours Per Week	25
Working week	10:00 - 17:00 3 days a week (1hour paid break)	Hourly Wage	£12.71
	10:00- 14:00 1 day a week (30 min paid break)		

Job Title	Operations & Administration Assistant
Company Overview	
<p><b>Who we are:</b> Marlborough Productions is a leading arts organisation dedicated to supporting and showcasing diverse creative talent. We produce innovative performances, events, and digital content, fostering a vibrant cultural community.</p> <p>As a queer, intersectional organisation with a deep commitment to equity and representation, we understand the unique barriers young people—particularly those from marginalised communities—can face in accessing meaningful career pathways. Our work placement programme is designed to directly address this by offering hands-on, real-world experience in production and marketing, guided by highly experienced producers and executive leaders who are active and respected in the arts and touring sectors.</p>	
Job Description	

We are seeking an organised, proactive, and detail-oriented Operations & Administrative Assistant to support the day-to-day running of our queer theatre production organisation.

Working closely with the General Manager, you will play a key role in ensuring the smooth operation of the organisation, supporting administrative processes and office management. This is a varied position suited to someone who enjoys problem-solving, using their initiative, and is comfortable balancing multiple tasks across different areas of the business.

This role offers an excellent opportunity to gain broad experience in arts administration and operations, with opportunities to support with marketing, producing and on-the-day running of shows/events should this be of interest to you.

## **This role will include assisting with:**

### **Administration & General Operations**

- Provide administrative support to the General Manager across all areas of company activity.
- Create, format, and update internal documents, information packs, and operational resources.
- Assist with maintaining accessible and user-friendly documentation and systems.
- Take minutes and circulate actions from weekly team meetings.
- Support diary management, scheduling, and coordination of meetings where required.
- Assist with the Marlborough Productions general information inbox
- Support with filing of invoices/receipts for financial reconciliation processes.
- Ensure records are accurate, up to date, and stored in line with GDPR requirements.
- Respond to general enquiries and direct requests to the appropriate team member.
- Undertake any other reasonable duties appropriate to the role as requested by the General Manager.

### **Office & Facilities Management**

- Order and maintain office supplies, stationery, and equipment.
- Help maintain an organise a tidy, safe, and welcoming office environment.
- Organise storage areas, shelves, cupboards, and shared resources.

### **Events & Production Support**

- Provide practical support for company events, performances, workshops, and community activities.
- Assist with event set-up and pack-down.
- Assist with stocktaking.
- Support front-of-house operations where required.
- Undertake occasional bar work, stagehand duties, or other event support tasks as required.
- Assist the wider team to ensure events run smoothly and safely.

The role is hybrid but will require at least two in person working days (Tuesday and another day as agreed with the employer) in our office on Church Street in Brighton.

### Skills and development

#### **Key skill requirements:**

- Strong organisational skills and attention to detail.
- Experience using Google Workspace, particularly Google Sheets.
- Confident managing shared inboxes and professional email correspondence.
- Ability to prioritise tasks and manage competing deadlines.
- Strong written and verbal communication skills.
- Ability to work independently and use initiative.
- A collaborative and flexible approach to work.

#### **Desirable but not essential:**

- Interested in working within the arts, theatre, cultural, or community sector.
- Interest in supporting events, productions, or public-facing activities.
- Knowledge of accessibility best practice in documents and communications.
- Experience with basic financial administration or bookkeeping processes.
- Interest in queer arts, theatre, and community-led cultural work.

<p><b>Personal Qualities</b></p>
<ul style="list-style-type: none"> <li>● Proactive, reliable and adaptable</li> <li>● Keen to learn and develop new skills</li> <li>● Ability to think independently and communicate effectively</li> <li>● Enthusiastic about queer theatre and promoting intersectional diversity and inclusion</li> </ul>
<p><b>Future Prospects</b></p>
<p>This placement will provide hands-on experience across arts administration, operations, and event delivery within a small queer-led theatre organisation. Working closely with the General Manager and wider team, you will gain practical experience in areas including project coordination, communications, financial administration, organisational systems, and artist support.</p> <p>Throughout the placement, you will have opportunities to meet artists, freelancers, venue staff, and partner organisations, helping you to build your professional network within the cultural sector. You will also gain experience supporting live events and productions, providing insight into how theatre projects are developed and delivered from both an operational and creative perspective.</p> <p>We will also offer guidance on career pathways within the arts and cultural sector, including support with future job applications, interview preparation, and professional networking.</p> <p>By the end of the placement, you will have developed a broad range of transferable skills and practical experience that will support future employment opportunities across arts administration, producing, operations, events, and cultural organisations.</p>
<p><b>Interview Date(s):</b></p>
<p><b>Friday 4th September</b></p>