



WELLINGTON  
COLLEGE  
INTERNATIONAL SCHOOL  
BANGKOK

## Job Description:

Position	Theatre Manager
Line manager	Director of Performing Arts
Managing	-
Dated	January 2025

### 1. Safeguarding and Legal

Please note the College's positions are subject to an enhanced Criminal Records Bureau. The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Wellington College International Bangkok is also committed to equality and diversity. Candidates should be aware that all posts in the College involve a degree of responsibility for safeguarding students.

### 2. Aims of the Role

Wellington College International Bangkok, a vibrant and dynamic international school, seeks an experienced and highly organized Theatre Manager to oversee the daily operations and events of our 600-seat theatre. With a busy calendar of performances, workshops, assemblies, and external bookings, the Theatre Manager will play a pivotal role in ensuring the smooth and efficient running of all activities while supporting the creative aspirations of students and staff.

### 3. Duties and Responsibilities:

#### 1) Theatre Operations:

- Manage the day-to-day operations of the theatre, ensuring a safe, welcoming, and efficient environment for all users.
- Maintain and oversee all technical equipment, including lighting, sound, and stage systems, ensuring they are in excellent working order.
- Develop and implement operational procedures, including health and safety protocols, fire safety regulations, and risk assessments.

#### 2) Event Management:

- Coordinate and manage school productions, concerts, assemblies, and other internal events.
- Act as the main point of contact for external users of the theatre, overseeing bookings, contracts, and event logistics.



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- Work closely with directors, performers, and technical teams to ensure the success of all events.

**3) Technical Support:**

- Operate and provide technical expertise for theatre equipment during rehearsals and performances.
- Train and supervise students and staff in the safe and effective use of technical systems.
- Troubleshoot technical issues promptly to minimize disruptions during events.

**4) Leadership and Collaboration:**

- Supervise and support a team of technical staff, student crews, and volunteers.
- Collaborate with the Performing Arts Department, classroom teachers, subject teachers and community members to plan and deliver a dynamic programme of events and workshops.
- Build relationships with external artists, vendors, and organizations to enhance the school's cultural offerings.

**5) Budget and Resource Management:**

- Manage the theatre's budget, tracking expenses and ensuring cost-effective use of resources.
- Oversee the purchase, maintenance, and inventory of theatre supplies and equipment.

**6) Educational Support:**

- Mentor students interested in technical theatre, fostering skill development in areas such as lighting design, sound engineering, and stage management.
- Provide technical and logistical support for classes and projects.

**4. Requirements:**

- Proven experience in theatre management, stage production, or a similar role.
- Strong technical skills in lighting, sound, and AV systems.
- Excellent organizational and time-management abilities, with the capacity to manage multiple events simultaneously.
- Strong interpersonal and communication skills, with a collaborative and proactive approach.



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- Commitment to working in an educational environment and inspiring young people.
- Availability to work on selected weekend events such as Open Days, rehearsals and Festivals.

### **5. Application**

If you are interested in the position, please send together with a letter of introduction and an up-to-date CV, including the names and contact details of three referees, should be sent to [recruitment@wellingtoncollege.ac.th](mailto:recruitment@wellingtoncollege.ac.th)