



The **ADC Theatre** is a department of the University of Cambridge and is the oldest University playhouse in the country. The **ADC Theatre** is the centre of University drama in Cambridge, run almost entirely by students with no Faculty involvement. The Theatre's aim is to provide a well-equipped and safe environment in which all building users can enjoy, learn about and become involved in different aspects of theatre, while presenting professional standard productions. The Theatre is primarily student focused, with the majority of its activity centred around the University Terms. The Theatre is run by a small management team, overseen by the Executive Committee. The **ADC Theatre** also manages the Corpus Playroom and runs a large-scale external ticketing service. The **ADC Theatre** has helped to launch the careers of many theatre luminaries, including Sir Ian McKellen, Rachel Weisz and Emma Thompson.

The **Corpus Playroom** is the ADC Theatre's 80-seat studio space in the centre of Cambridge. It presents two performances a night during University Term, usually at 7pm and 9.30pm, as well as other performances off-season.

**Job Title:** Casual Corpus Playroom Duty Manager

**Responsible To:** Operations Manager, Theatre Manager

**Main Purpose:**

Responsible for the Playroom for the evening including safety, security, audience and volunteer management, box office and customer service.

**Key Responsibilities:**

**Front of House Management**

- Ensures that all customers have a positive experience at the Playroom
- Dealing with any queries and complaints
- Maintaining a welcoming and friendly atmosphere
- Ensures that all staff and volunteers give a good impression of the Playroom
- Maintaining a professional attitude
- Ensuring appropriate dress is worn
- Prepares the Playroom for performances
- Manages opening and closing House, as well as starting each performance/act
- Manages audience flow throughout the Front of House Area
- Trains volunteer stewards

**Box Office**

- Responsible for the evening operation of the Playroom Box Office
- Ensures compliance with all relevant Data Protection and PCI regulations
- Works behind the Box Office when necessary
- Reconciles the Box Office till

## **Backstage**

- Oversees backstage operations
- Coordinating the start of each performance/act with production teams
- Checking the stage and backstage areas before each performance

## **Health and Safety**

- Responsible for the safety of all customers and building users
- Responsible for administering First Aid (if trained) or seeking further assistance as necessary
- Reports accidents/incidents, in accordance with University Procedures
- Ensures that safe working practices are followed throughout the Theatre in accordance with the Theatre's Health and Safety policy

## **Fire Safety and Security**

- Responsible for Fire Safety during performances
- Ensuring stewards are aware of their duties in case of fire
- Ensuring all evacuation routes and emergency services are in good order
- Responding to alerts from the Fire Alarm
- Managing any necessary evacuation, in accordance with the Evacuation Policy
- Responsible for building security and locking up

## **Person Specification:**

### **Essential:**

- Appreciates the unique nature of the ADC Theatre's student-centric but professional operation, and is able to work within the small, dedicated community
- Experience of box office work
- Proven ability to confidently and professionally manage people and situations
- Proven ability to work effectively without on-site or direct supervision
- An honest and reliable individual
- A team-player who is personable and has the ability to communicate effectively with people at all levels both internally and externally
- A polite manner, and a calm and professional attitude
- Excellent verbal communication skills (including a good standard of spoken English)
- Good mental arithmetic skills and ICT skills
- Knowledgeable interest in and empathy for the arts

### **Desirable:**

- Experience with the Spektrix Box Office system
- First Aid Qualification
- Working knowledge of technical theatre

## **Notes**

The University actively supports equality, diversity and inclusion and encourages applications from all sections of society. The University has a responsibility to ensure that all employees are eligible to live and work in the UK.

**Main Terms and Conditions:**

**Salary:** £14.63/hour (£13.05 + 12.07% holiday pay)

**Status:** Temporary worker

**Hours:** Shifts arranged on a rota basis in advance.

For more information about hours, please contact the ADC Theatre administration team on [recruitment@adctheatre.com](mailto:recruitment@adctheatre.com).

All casual workers are expected to comply with the University of Cambridge's Standard Terms and Conditions for Temporary Work.

Last Updated: **19/05/2025**