



WOODBRIDGE
SCHOOL

Work with us

Duty Manager & Production Assistant

APPLICATION PACK

Duty Manager & Production Assistant

Salary: £24,400 per annum

35 hours per week, 52 weeks flexible working style

Permanent

We require an enthusiastic and friendly Duty Manager & Production Assistant to join our Theatre Team, supporting the smooth and professional delivery of productions, events, and theatre operations at Woodbridge School.

We are seeking a dedicated and highly organised individual to work closely with the Theatre Manager to ensure the safe and efficient running of all theatre activity. This key role includes acting as Duty Manager for external hires and school events, taking responsibility for the safety of the building, staff, and visitors, ensuring health and safety procedures are followed, and coordinating front-of-house teams. The successful candidate will liaise with external hirers and staff, support event delivery, and complete post-event reporting.

Alongside duty management responsibilities, the role involves supporting school productions as a Production Assistant. This includes researching, sourcing, and maintaining costumes and props, assisting with set building and preparation, and occasionally supporting lighting and sound for productions across the Seckford Theatre and Woodbridge Prep. The role also includes maintaining organised and well-managed storage areas for props and costumes.

In addition, the position includes administrative and marketing duties, such as supporting communications with external hirers, managing social media and mailing lists, contributing to marketing materials and campaigns, and assisting with the Theatre's "What's On" programme, website updates, and box office administration. The successful candidate will also support the Drama department with administrative tasks, lesson preparation, and enrichment activities.

This is a varied and hands-on role suited to someone with excellent communication skills, strong attention to detail, and a flexible, proactive, team-focused approach, helping to ensure an outstanding experience for all theatre users, audiences, and participants.

For more information about the school and this opportunity, and to download an application pack, please visit: <https://www.woodbridgeschool.org.uk/about/staff-vacancies/>.

Closing date: 19 June 2026

Interviews: 22 June 2026

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.

Woodbridge School is committed to safeguarding and promoting the welfare of children and young people and successful candidates will be subject to an enhanced check from the Disclosure and Barring Service (DBS).

JOB DESCRIPTION

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| Job Title: Duty Manager & Production Assistant | |
| Department: Theatre | |
| Hours: 35 per week | Accountable to: Theatre Manager |
| Job Purpose: <p>We require an enthusiastic and organised Duty Manager & Production Assistant to support the delivery of theatre operations, events, and productions at Woodbridge School. The successful candidate will ensure the safe and efficient running of events as Duty Manager, while also supporting school productions through costume, prop, and technical assistance, and maintaining strong relationships with staff and external hirers. In addition, they will contribute to theatre administration and marketing, helping to deliver an outstanding experience for audiences, performers, and visitors.</p> | |
| KEY RESPONSIBILITIES: | |
| Duty Manager Duties: | |
| <ul style="list-style-type: none">• Deliver an exceptional service to all external hires, drama productions and school events.• To be Duty Manager for external and school-based events.• Responsible for the safety of the theatre building, equipment, personnel and patrons.• Responsible for ensuring all persons using the theatre adhere to all aspects of health and safety and check that they have covered everything in their production risk assessment. Reporting any concerns immediately to the Theatre Manager.• Responsible for liaising with external hirers and school event organisers to assist them with what they require for their events• Responsible for briefing ushers, front of house teams and bar staff for each event• To complete a Show Report after each performance or event | |
| Production Assistant Duties: | |
| <ul style="list-style-type: none">• To be production assistant for A Level Drama examination performances and Woodbridge School productions.<ul style="list-style-type: none">○ To be responsible for costume research, sourcing, making or purchasing○ To be responsible for prop research, sourcing, making or purchasing○ To be responsible for cleaning and storing all props and costumes after each production• To assist with the building of set and technical preparation for all school productions, both at the Seckford Theatre and the Prep Hall.• To occasionally assist with the operation of lighting and sound for all school productions, both at the Seckford Theatre and the Prep Hall.• To be responsible for maintenance and organisation of the Props and Costumes stores. | |

Administrator Duties:

- To assist with communications with external hirers through the booking and preparation processes.
- To manage all Seckford Theatre social media and mailing list.
- To assist with all marketing materials and campaigns for the theatre.
- To assist with communications, collate information and liaise with other departments to create the Seckford Theatre What's On.
- To assist with communications with our catering and estates teams.
- Administrative support with theatre logistics.
- Administrative support with the Seckford Theatre Website.
- Administrative support with the Seckford Theatre Box Office.
- To support with Drama department administration, preparing all lesson materials.
- To support the Drama departments' Scholarship and Enrichment Programme.

General Duties:

- To be Fire marshal and first aider for the building.
- To be on call to support other members of staff working when necessary.
- To provide ad hoc support for the Stage Crew pupil activity.
- To adopt a flexible working style to tackle a range of routine duties in the Theatre.
- To assist in keeping all areas of the theatre tidy and in good working order.
- Any other tasks reasonably requested by the Theatre Manager.

GENERAL RESPONSIBILITIES:**Health and Safety**

You have a legal duty to take reasonable care of your own health and safety and that of others and you are expected to be familiar with and adhere to Woodbridge School's Health and Safety Policy and Health and Safety law.

Child Protection/Vulnerable adult's statement

Woodbridge School is committed to safeguarding and promoting the welfare of vulnerable adults and children and expects all staff and volunteers to share this commitment. You will be expected to support this approach in the context of your role and to adhere to and ensure compliance with our policy at all times. If in the course of carrying out your duties, you become aware of any actual or potential risks to the safety or welfare of vulnerable adults or children you must report any concerns to the appropriate Safeguarding Lead. You will also be expected to qualify and maintain an enhanced DBS check to the school's requirement before starting in work for the school.

Brand values

Ensure your work, communication and approach conforms to the brand values and house style of Woodbridge School. Keep up to date, and comply with the Woodbridge School, Policies and Procedures at all times.

PERSON SPECIFICATION

| Education and Qualifications | Essential | Desirable |
|--|-----------|-----------|
| <ul style="list-style-type: none"> Relevant experience or training in theatre, drama, production, or events management; | | ✓ |
| Knowledge and Experience | | |
| <ul style="list-style-type: none"> Experience supporting live events, productions, or theatre operations; | ✓ | |
| <ul style="list-style-type: none"> Knowledge of health and safety practices, including risk assessments; | ✓ | |
| <ul style="list-style-type: none"> Experience of liaising with external stakeholders or event organisers; | ✓ | |
| <ul style="list-style-type: none"> Familiarity with costume, prop, or set preparation; | | ✓ |
| <ul style="list-style-type: none"> Experience supporting marketing, communications, or social media activity; | | ✓ |
| <ul style="list-style-type: none"> Administrative experience, ideally within a busy or creative environment. | | ✓ |
| Skills and Attributes | | |
| <ul style="list-style-type: none"> Strong organisational skills with the ability to manage multiple tasks and priorities; | ✓ | |
| <ul style="list-style-type: none"> Excellent communication and interpersonal skills; | ✓ | |
| <ul style="list-style-type: none"> Ability to work independently and as part of a team; | ✓ | |
| <ul style="list-style-type: none"> Practical, hands-on approach to problem solving; | ✓ | |
| <ul style="list-style-type: none"> Good attention to detail and ability to follow procedures accurately; | ✓ | |
| <ul style="list-style-type: none"> IT proficiency, including use of standard office systems and digital platforms. | ✓ | |
| Safeguarding | | |
| <ul style="list-style-type: none"> All staff are expected to evidence their commitment to promoting the health, welfare and safeguarding of children. | ✓ | |
| Personal Qualities | | |
| <ul style="list-style-type: none"> Proactive, flexible, and adaptable approach to work; | ✓ | |
| <ul style="list-style-type: none"> Calm and professional under pressure, particularly during live events; | ✓ | |
| <ul style="list-style-type: none"> Friendly and approachable manners with a strong customer service focus; | ✓ | |
| <ul style="list-style-type: none"> Reliable, responsible, and committed to high standards. | ✓ | |

BENEFITS

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| Pension | Automatic enrolment into the Foundation/School's pension scheme (subject to meeting certain eligibility criteria). |
| Sick Pay | Company Sick Pay After a successful probation period, full pay for 5 weeks and, half pay for 10 weeks in any rolling 12 months. Entitlement rises incrementally to full pay for 20 weeks and half pay for 20 weeks in any rolling 3 year period during the 4th and subsequent years of service. |
| School Fees | School fee remission may be available depending on individual circumstances and at the discretion of the Governors. |
| Training | Training costs will be met in full. This will be subject to conditions concerning repayment if the employee leaves for any reason within a given period. |
| Holiday | 25 days plus 8 public holidays paid leave (pro rata for part time posts) included in salary. |
| Other Benefits | <ul style="list-style-type: none">• Free parking• Complimentary lunch is available when the Dining Room is in operation• Access to Employee Assistance Programme |

INFORMATION FOR APPLICANTS

In order to apply please complete the application form.
Application forms can be downloaded from the School's website
<https://www.woodbridgeschool.org.uk/about/vacancies/>

Please apply preferably by email, stating "Duty Manager & Production Assistant" in the title line to:
recruitment@seckford-foundation.org.uk.

If you are unable to apply by email then please post your application, marking "Private and Confidential" to the People Team at:

Woodbridge School
Marryott House
Burkitt Road
Woodbridge
Suffolk
IP12 4JJ

All information will be treated as strictly confidential.

If you have any questions or enquiries regarding the application process, please ring the People Team on 01394 615170.

All appointments are subject to the usual pre-employment checks to meet vetting and barring requirements. For more information about the application and vetting process please refer to the Explanatory Notes provided.

Woodbridge School is committed to safeguarding and promoting the welfare of children and young people and all applicants must be willing to undergo child protection screening appropriate to the position, including checks with past employers and the Disclosure and Barring Service.