



OUTLINE OF SERVICES

Role:

Freelance Associate Theatre Show Manager

Project Summary and Output

The **Association of British Theatre Technicians (ABTT)** is the UK's leading membership body for theatre and live performance professionals. Through training, advocacy, events, and guidance, we support the people behind the scenes who make live performance happen. Our flagship event, the **ABTT Theatre Show** (<https://www.abtt.org.uk/abtt-theatre-show/>), is an essential industry gathering that showcases innovation, fosters connections, and supports the development of backstage professionals.

We are seeking an experienced and proactive freelance Associate Theatre Show Manager to support the ABTT Theatre Show Director in the running of the event in June 2026. They will manage the planning and delivery of sections of the event such as, but not limited to the hands-on workshops, seminars and Careers Hub.

This freelance project is ideal for someone passionate about professional development in the theatre and live events sector. The Associate Theatre Show Manager will work closely with the Event Director and the wider team to curate a diverse, timely, and engaging programme of sessions that reflect ABTT's values of inclusivity, innovation, and industry leadership.

Key Deliverables

Programme Planning & Curation

- Curate a compelling and balanced programme of hands-on workshops, expert seminars, and careers support sessions for delivery during the ABTT Theatre Show.
- Identify and secure high-profile speakers, trainers, and facilitators, ensuring strong representation across roles, backgrounds, and expertise.
- Identify and secure any required equipment and materials to ensure each session can be run to its fullest.
- Ensure all content aligns with ABTT's mission to educate, upskill, and connect the theatre and live performance community.
- Ensure smooth delivery on site between the 1st – 4th June 2026.

Coordination & Communication

- Reach out to industry professionals, companies, and potential contributors to invite participation in the programme.
- Act as the main point of contact for all speakers and workshop leads, managing communications, scheduling, and logistics.
- Work with the Event Director to ensure smooth scheduling and venue setup for each session.



Careers Hub Development

- Curate the Careers Hub programme in collaboration with industry partners and education providers.
- Work with any partners or education providers supporting the Hub to ensure a smooth and positive experience.
- Coordinate participation from professionals able to offer career guidance, CV feedback, mentoring, and sector insight.
- Ensure the Careers Hub serves a broad audience, including early-career professionals, students, and those changing careers.

Documentation & Reporting

- Maintain accurate and up-to-date session details, contact lists, and scheduling documents.
- Provide information to the Event Director to support promotion, attendee planning and digital and onsite graphics/branding.
- Collect basic session feedback and provide a short post-event report to inform future programme development.

Required Skills and Experience

Essential

- Proven experience in event planning or coordination within the arts, live events, education or not-for-profit sectors.
- Strong organisational and communication skills, with the ability to coordinate multiple stakeholders.
- Confidence engaging with senior industry professionals, speakers, and educators.
- Passion for education, training, and professional development in the theatre/live events industry.
- Commitment to equity, diversity and inclusion in programming.

Desirable

- Experience in event programme scheduling.
- Knowledge of the UK theatre and live performance landscape.
- Existing contacts in the industry (technical specialists, designers, production staff, etc.).
- Experience using project management tools.
- Experience working with freelancers, guest speakers, or mentors.



Timeline

Project start date: Early January 2026 (subject to availability)

Project delivery date: 1 – 4 June 2026

Some days will be required following the show.

The work will be undertaken remotely with onsite delivery of the show at Alexandra Palace 1 – 4 June 2026 and occasional in-person meetings over the 6 month period.

Fee

The fee for the project is £12,000. We estimate the work will take the equivalent of 2 days /week over the 6 months. The hours are flexible to meet the deadline as outlined above, but it is anticipated that they will be weighted more towards the beginning of the project and the delivery of the show.

About the ABTT

The ABTT is a membership organisation which sets and upholds standards in technical excellence, safety and compliance for theatre and live performance. The ABTT is a resource to support members through the provision of information and advice on good practice, safe working and enforcement within the theatre industry. We advise on safety, planning, good practice and enforcement and provide publications to support the industry's knowledge.

How to express interest in this freelance opportunity

You should submit a letter or video which addresses the following:

- How you meet the required skills and experience required for the project
- Why you would like to undertake the project
- You may also attach a CV
- Please also outline your availability across January 2026 – end of June 2026
- If you wish to apply via a video please share it via WeTransfer
- You will need to prove your right to work in the UK before commencing the engagement.

Please send your expression of interest to: recruitment@theatrepeople.uk by **5pm on 27th October.**

First round interviews will take place online between 3rd and 4th November.

Second round interviews will take place in London week commencing 17th November.



We are also looking for a **Freelance Documentation Lead**. We would welcome applications from one individual for both projects if you feel that you would be a suitable candidate for both engagements.

The ABTT is committed to promoting equality, diversity and inclusion and we welcome expressions of interest from all suitably experienced candidates.

All candidates are invited to complete our equal opportunities monitoring form [here](#)

If you have any questions or would like a confidential conversation about the project and role please email: recruitment@theatrepeople.uk