



## OUTLINE OF SERVICES

### **Role:**

Freelance Documentation Lead (Event Planning and Delivery Manual)

### **Project Summary and Output**

The Association of British Theatre Technicians (ABTT) is the UK's leading membership organisation dedicated to those working behind the scenes in theatre and live performance. Our annual **ABTT Theatre Show** is a flagship industry event — a vibrant trade exhibition, networking hub, and platform for innovation and learning across the sector.

As part of our ongoing commitment to organisational sustainability and knowledge sharing, we are commissioning a freelance professional to document the complete process of producing the ABTT Theatre Show and develop a comprehensive **Event Delivery Manual**.

Working closely with the Event Director, this freelance role will involve observing, recording, and documenting the planning, production, and delivery process of the **ABTT Theatre Show** ([www.abtt.org.uk/abtt-theatre-show/](http://www.abtt.org.uk/abtt-theatre-show/)).

The goal is to create a practical and user-friendly **Event Planning & Delivery Manual** which can be used by staff if the lead event planner is unavailable.

The document will clearly outline:

- What tasks need to be done
- When and how they should be done
- Who is involved at each stage
- Contact information for key contractors and suppliers
- Schedules, templates, timelines, and deadlines
- Practical notes and lessons learned

This manual will serve as an essential reference document for future team members, support succession planning, and ensure continuity and efficiency in delivering future editions of the ABTT Theatre Show.

### **Key Deliverables**

- Work with the Event Director to understand and map out the show planning and delivery timeline.
- Review previous planning meetings, production check-ins, and pre/post-show briefings.
- Collate and organise key documents including timelines, contracts, checklists, and workflows.
- Create clear, step-by-step documentation of each major task involved in the event planning process.



- Produce a structured and accessible ABTT Theatre Show Delivery Manual, to include:
  - Planning timelines and critical paths
  - Contractor and supplier lists with contacts
  - Budgeting and procurement timelines
  - Marketing and communications milestones
  - Floorplans, run sheets, schedules
  - Templates and example documents
- Incorporate EDI, accessibility, and sustainability considerations into the documentation where relevant.
- Submit the final manual by the agreed deadline, with draft reviews included to support the creation of the final document.

## **Required Skills and Experience**

### **Essential**

- Strong experience in event management, project documentation, or operations within the cultural or live events sector
- Excellent organisational and planning skills
- Ability to analyse complex workflows and translate them into clear, structured documentation
- Strong written communication and editing skills
- Self-motivated and capable of working independently
- Familiarity with the theatre or live performance industry

### **Desirable**

- Prior experience creating operational handbooks, manuals, or event planning documents
- Knowledge of the ABTT and its events
- A background in production or technical theatre
- Proficiency in tools such as Google Drive, Word, Excel, or project management platforms

### **Timeline**

Project start date: November 2025

First draft to be submitted: 30<sup>th</sup> January 2026

Project delivery date: 20<sup>th</sup> February 2026

The work will largely be undertaken remotely with occasional in-person meetings in London.



### Fee

The fee for the project is £2400. We estimate the work will take the equivalent of between 8 and 10 days (maximum). The hours are flexible to meet the deadlines outlined above.

### 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
- An outline of your proposed approach
- Why you would like to undertake the project
- You may also attach a CV and/or examples of any of your writing which you think may demonstrate suitable skills for this project
- Please also outline your availability across November 2025 – February 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](mailto:recruitment@theatrepeople.uk) by **5pm on 27<sup>th</sup> October**.

First round interviews will take place online between 3<sup>rd</sup> and 4<sup>th</sup> November.

Second round interviews will take place in London week commencing 17<sup>th</sup> November.

We are also looking for a **Freelance Associate Theatre Show Manager**. 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](mailto:recruitment@theatrepeople.uk)