

Theatres Trust Consultancy Tender Brief: Covid-19 Support for Theatres

Theatres Trust is seeking a part-time freelancer for up to 2-3 days per week to provide additional support to theatres at this critical time for the sector. We work with all theatres across the UK, but it is quite likely that this service will be particularly beneficial to smaller theatres with non-specialist staff.

The Specialist Adviser will work primarily with the Theatres Trust Theatres Adviser, but also with the Director, the wider Advisory Team, comprising Architecture Adviser and Planning Adviser and other colleagues as needed.

The work will focus on the following three areas:

1. The Specialist Advisor will give direct theatre management advice to theatres and / or signpost to other information sources including:
 - Business and strategic planning
 - Applying for government or other emergency funding or loans
 - Cashflow guidance
 - Rent negotiation / legal advice
 - Insurance issues
 - Building maintenance requirements during lockdown
 - Guidance on safely reopening their theatres including latest hygiene / social distancing requirements

The wider Theatres Trust Team has in-house knowledge on many of the above areas on which the Specialist Adviser can draw and is actively researching and monitoring information on Covid 19 emergency support, lockdown requirements and hygiene/social distancing requirement for theatres to reopen.

2. Coordinating and referring enquiries to appropriate specialist organisations for pro bono advice through the Theatres Trust Skills Bank

A number of Theatres Trust Corporate Supporters, who are specialist industry suppliers and service providers, have kindly agreed to give some pro bono advice to theatres on a range of specialist areas as outlined above. The Specialist Advisor will refer enquiries as appropriate, ensuring this is managed depending on the capacity of individual Skills Bank volunteers. Where we do not currently have a particular skillset represented within the Skills Bank and for which there is demand, the Specialist Advisor will seek to identify potential volunteers either from amongst Theatres Trust Corporate Supporters or from other professional contacts as appropriate.

3. Reaching out to and supporting emerging theatre at risk campaign groups with advice and guidance following theatres going into administration

Sadly we anticipate further theatres going into administration. We are implementing a Rapid Intervention Programme, led by our Theatres Adviser, to engage with

Theatres Trust

22 Charing Cross Road, London WC2H 0QL

T 020 7836 8591 E info@theatrestrust.org.uk W theatrestrust.org.uk

Chair Tim Eyles **Director** Jon Morgan

Trustees Richard Baldwin, David Blyth, Pam Bone, Paul Cartwright, Paddy Dillon, David Ian, Richard Johnston, Gary Kemp, Simon Ricketts, Truda Spruyt

The National Advisory Public Body for Theatres

The Theatres Trust Charitable Fund co-operates with the Theatres Trust, has the same Trustees and is registered as a charity under number 274697

Protecting theatres for everyone



stakeholders, including the freeholder/landlord, local authority and press/media to lobby for protection of the theatre and its return to live performance use. The Specialist Adviser will support this work when needed, and in particular will engage with emerging local campaign groups to offer advice and guidance on self-organising and campaigning.

Terms and Conditions

This will be a 2-3 day per week freelance contract starting as soon as possible and lasting for 6 months in the first instance.

Fee: Up to £420 per day (inclusive of VAT if applicable)

Person Specification

The person is likely to have experience in senior management role(s) in theatre(s), ideally CEO / Joint CEO / Executive Director level. They will have a broad understanding of the UK theatre ecology and different models and scales of theatre operation. Ideally they will have experience of working with volunteers and / or community groups as well as theatre professionals.

Tender Process

Please send a brief proposal outlining how you would go about fulfilling the brief and applicable daily rate(s).

Please send us your proposal by 12pm on Friday 19 June to:
tom.stickland@theatrust.org.uk

We aim to meet with shortlisted tenders and to appoint w/c 22 June for work to start as soon as possible.

Theatres Trust

Theatres Trust is the national advisory body for theatres. We believe that current and future generations should have access to good quality theatres where they can be inspired by, and enjoy, live performance. We champion the future of live performance, by protecting and supporting excellent theatre buildings which meet the needs of their communities. We are a statutory consultee within planning and we work with communities, theatre operators and local authorities to help build, improve and protect the UK's theatres.

Further information on our work can be found on our website:
<http://www.theatrust.org.uk/>

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