



JOB DESCRIPTION

JOB TITLE: Producing Associate

ORGANISATION: Spun Glass Theatre

LOCATION: Hastings – including work at The Stade Hall and across the Spun Glass Spaces network

PAY: £200 per week (for one day per week)

WORKING PATTERN: Part-time (1 day per week). Some evenings and weekends will be required.

ABOUT SPUN GLASS THEATRE:

Spun Glass Theatre is a community-focused theatre company dedicated to creating, supporting and presenting live performances. The theatre we make is centered around family. It is sometimes for families in its style and objective, often inclusive of early years' experience of creativity. We are equally interested in exploring the idea of family in our society, telling stories that interrogate situations, moments, feelings, lived experience and themes that impact family life. Committed to providing accessible cultural space to do our work and enrich our surroundings we operate The Stade Hall in Hastings, standing in close relationship with other community spaces. Working closely with artists, audiences and partners, the company delivers culturally rich programming, while expanding access to theatre across Hastings and the wider region.

THE ROLE:

We are seeking a dynamic and motivated Producing Associate to support the growth and sustainability of Spun Glass Theatre and its venue, The Stade Hall. This role combines producing, community engagement, partnership development and income generation. The successful candidate will help expand our audience reach, strengthen community relationships, support and maintain the development of new artistic and revenue opportunities, and shape the future of the live theatre we create.

KEY RESPONSIBILITIES:

Audience & Community Development

- Lead audience development strategies for Spun Glass Theatre and The Stade Hall
- Expand engagement within the Hastings community
- Build and maintain relationships with community groups, cultural partners and local stakeholders

- Manage and collect audience data with a vision of building upon our already robust locally engaged mailing list

Box Office & Income Development

- Develop and manage community-focused box office services
- Support event holders using Spun Glass systems and services
- Oversee website ticketing and customer journey improvements
- Develop and grow earned income streams while increasing accessibility

Space & Network Development

- Support development and management of the Spun Glass Spaces community hire network
- Build relationships with space partners and users
- Support operational systems for space bookings and partnerships

Producing & Artistic Support

- Create and manage contracts for creatives and project partners
- Work with the Director to develop and deliver:
 - A bi-monthly new writing performance event
 - A regional touring strand for company work
- Support delivery of productions, events and community artistic activity

Fundraising & Partnerships

- Contribute to revenue generation and fundraising strategy
- Support Arts Council and other public funding applications
- Maintain and grow cultural and strategic partnerships

PERSON SPECIFICATION

Essential Experience

- Experience producing theatre or live performance projects
- Experience working on community-centred artistic programmes
- Experience building and maintaining cultural partnerships
- Experience supporting or leading fundraising activity, including Arts Council funding
- Experience developing revenue streams

Desirable experience

- Experience in creating, delivering early years culture and artistic activity for children.

Skills & Attributes

- Solutions-orientated and proactive approach
- Collaborative, supportive and team-focused
- Passion for live performance and community arts
- Ability to manage multiple projects simultaneously
- Excellent time management and organisational skills
- High level of reliability and punctuality

TO APPLY

Please complete the application form and submit a CV by 10.00am March 9th 2026