



Job Pack

Head of Awards, Events & Partnerships

3 August 2026

Welcome From Our Co-CEOs

Thank you for your interest in working with us at the Society of London Theatre and UK Theatre. Our organisations are the membership bodies for the theatre sector, representing theatre producers, managers, owners, and operators both in London's West End and across the UK.

This is an exciting opportunity to work for our organisations, working on behalf of a vibrant and diverse sector, at a critical time for our industry. After we joined the organisations, we started a strategic review process which defined who we represent and our new vision and mission.

Our vision is a dynamic, sustainable and world-class theatre sector.

Our mission is to champion theatre and support our members to thrive.

To deliver our vision and mission, we now have exciting five-year strategy and ambitious five-year goals that will deliver for our members.

However, we can't achieve our vision and mission alone. That's where you come in. To achieve our goals, we need an organisation that is fit for purpose, with the people, systems and processes needed to make an even greater impact for our members. The candidate we are looking for is someone who can embody our values, our vision and mission and the competencies for the role.

Theatre and the performing arts industries enrich our lives and strengthen our sense of belonging and are a cornerstone of both the levelling up and growth agendas. Alongside the social and cultural benefit our members provide, theatre is also a key component of our fast-growing creative industries. Domestically, theatre generates £2.39bn GVA, supporting 205,000 workers. For every £1 spent on a theatre ticket, an additional spend of £1.40 is generated in local economies, adding up to £1.94bn per annum of extra value added to local economies by theatre audiences.

We have a fantastic team of around 60 people working across our main office in Rose Street and the Official London Theatre Ticket Booth in Leicester Square. Our social committee ensures that we have plenty of opportunities to get to know each other and our sustainability committee is working hard to ensure we play our part in protecting the planet. While a background in theatre or the arts is not essential, an appreciation for performing arts and the importance of cultural activities as an integral part of our lives is important.

We hope you find this role of interest and look forward to receiving your application.

All best wishes,

Claire Walker & Hannah Essex

Co-Chief Executives

Who we are & what we do

Based in the heart of Covent Garden, Society of London Theatre (SOLT) & UK Theatre are the membership bodies for the theatre sector, representing theatre producers, managers, owners and operators.

We have a shared staff team working together to deliver our joint vision and mission for our two organisations.

Our vision – the world we want to see – is a **dynamic, sustainable and world-class theatre sector**.

Our mission – what we do as an organisation – is to **champion theatre and support our members to thrive**.

To deliver on our vision and mission we have three joint priority areas for both organisations. These bring together our membership services, advocacy campaigns, audience initiatives and major events and awards.

Our three joint priority areas are:

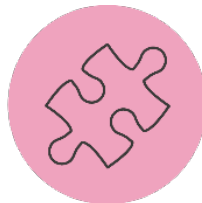
- **Membership:** Developing a growing, engaged and united membership
- **Audiences:** Increasing engagement with theatre
- **Advocacy:** Create the conditions for theatres to thrive

Our values



Purpose

We work with and for our members



Contribution

We own our impact



Ambition

We believe in the art of the possible



Collaboration

We are all in it together



Inclusion

We champion and celebrate diversity

Our commitment to Diversity, Equity and Inclusion

We are committed to putting diversity, equity and inclusion at the heart of everything we do. We do this through recruiting from the widest spectrum of channels, constantly reviewing our policies and procedures to ensure they are fit for purpose and giving all our staff a voice. Our mission to produce a skilled, diverse and productive workforce for now and the future is crucial to our success as an organisation.

Head of Awards, Events & Partnerships

Role description

This is the senior leadership role responsible for setting the strategy, budget, governance framework and commercial direction for the Olivier Awards and UK Theatre awards, events and partnerships activity. The postholder leads the Awards & Events and Partnerships team and is accountable for both organisational outcomes and day-to-day operational delivery. You will have the support of the Executive Director Audiences and Commercial and will work closely with colleagues in other teams and other key partners. You will also make recommendations where additional specialist support is needed to deliver our ambition.

How to apply

To apply for this role please send your CV and covering letter by email including in the email subject line “[Your first name and surname], Head of Awards, Events & Partnerships” to jobs@soltukt.co.uk.

Closing Date for Applications: midday on Friday 14 August

We welcome applications from all and are open to discussing access requirements. If you would like to discuss any access needs during your application or, if you are selected for interview, at the interview stage, please email us at jobs@soltukt.co.uk and the HR team will get in touch with you.

Contract type	Full time (35 hours per week)
Salary band	Band B (£55,000-£90,000). New appointments are expected to be made at the bottom of the Band range.

Key responsibilities & accountabilities	Olivier Awards • Be accountable for the successful delivery of the Olivier Awards and all associated satellite events, including budgeting, contracting, legal requirements and licences, governance, broadcast relationships and delivery, commercial performance, recruitment, external companies and stakeholders, ticketing, and risk management. • Approve production recommendations and recruitment, and major supplier appointments. • With the Executive Producer be accountable for the creative direction of the awards ceremony including approving performances, special performances and appropriate talent. • Ensure robust governance frameworks, awards policies and decision-making processes. • Ensure the Olivier Awards and all associated satellite events are delivered on time, on budget and to agreed quality and accessibility standards. • Oversee all sensitive and confidential information regarding winners, stakeholders and policy West End Live, Theatre Conference & UK Theatre Awards • Be accountable for the successful delivery of West End Live, Theatre Conference and UK Theatre Awards. • Approve delivery plans, budgets, commercial arrangements and risk controls. • Ensure clear allocation of responsibilities between Membership (specifically in respect of programming the Theatre Conference), Marketing and Awards, Events & Partnership teams.
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	Partnerships • Identify and assist in securing major commercial partnerships and negotiate high-value agreements • Identify and assist in securing sector aligned partnerships for the awards and events programme, and UK Theatre operational requirements. • Be accountable for the activation of sponsorship and partnership deliverables for the awards and events programme. • Oversee sponsor fulfilment and commercial reporting. • Manage all sensitive and confidential information regarding sponsorships, partnerships, and policy. Strategy and Leadership • Develop and deliver the awards, events and partnerships strategy aligned to organisational objectives. • Manage handling of relevant member boards and committees to ensure stakeholder involvement in key decisions. • Significant input into the annual business planning, KPI setting and budget development. • Lead and develop the Awards & Events and Partnerships team. • Represent the team and department at senior leadership, board and sector forums. Role Accountability • This role owns venue, commercial, sponsorship, budget, security and event delivery. • The Executive Director of Audience & Commercial provides strategic oversight, senior stakeholder relationship
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	management and responsibility for all major commercial, contractual and reputational decisions. • This role is responsible for implementation and smooth delivery across all our events and partnerships. • This role will include some work in the evenings and weekends
Directorate	This role sits within the Audience and Commercial Team (ACT) whose focus is to build and retain audiences, generate income, and drive sales through our ticketing, promotions and Theatre Tokens operations, secure sponsorship, and identify new business opportunities to support our work and that of our members, raise the profile of theatre through our major events, campaigns and awards programme. Reporting to your line manager: Executive Director of Audience and Commercial Direct reports: Awards & Events and Partnerships Team
Technical knowledge & skills required	• Significant senior leadership experience in events, awards, live entertainment, festivals, conferences or major public events. • Demonstrable experience managing multi-million-pound budgets or substantial event portfolios. • Track record of managing major sponsorships, commercial partnerships and stakeholder relationships. • Experience leading teams and managing specialist contractors • Experience negotiating complex commercial contracts and supplier agreements. • Strong understanding of governance, risk management and compliance frameworks.

	• Experience managing complex licences and complying with union agreements. • Experience working with major broadcasters, production companies, talent and venue partners. • Excellent strategic planning, influencing and stakeholder management skills. • Ability to operate effectively with boards, trustees, senior executives and industry leaders.
Competencies	Impact As part of the Senior Management Team, you are accountable for the strategy and overall management of a significant function of the organisations. You will lead the function within SOLT (Society of London Theatre)/ UKT to the highest possible standards. You will determine how to allocate and deploy resources within your function to achieve the organisations strategic and business delivery and evaluate your function's performance continuously. You will determine and execute what activities will be delivered to meet KPIS and organisational goals. You will lead cross organisational and cross-sector projects and plans to a high standard and on time. Communication An excellent communicator, able to manage relationships with stakeholders and members within your functional expertise to achieve positive outcomes Innovation Set direction and champion innovation within your function. You will champion a cultural of continuous improvement within your function and continuously seek best practice from our sector and others to ensure that your function delivers impact and innovation.

	You will make business decisions and problem solve within your function and contribute to strategic and business decisions at both an organisational and sector level. Knowledge Have significant leadership expertise and qualifications in your function and are organisational expert. Consistently invest in your own development, demonstrating and implementing learnings within your function and beyond. Culture Champion the culture of transparency, equality, diversity and inclusion, fairness, and personal development for all our staff. Implement personal development programmes for those within your specific functions and demonstrate the best possible management experience to them. A team player, willing to grab hold of opportunities and support the priorities of others when needed.
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Working with us

Location	Our main office is based in Covent Garden; London and the Ticket Booth is based in Leicester Square. Depending on the role, we have an agile working policy which means that we expect minimum of 60% of your working hours to be spent in the office or with members each week. You are, of course, welcome to come in more than that if you prefer.
Flexible working	All roles are open to flexible working – e.g job share, reduced hours or other flexible working approaches.
Annual leave	Annual leave for a full-time role is 25 days. Non contractual time off: your Birthday off or a day off within two weeks of your birthday. Company Closure Day, normally on a day next to a Christmas bank holiday.
Benefits & Perks	Society of London Theatre and UK Theatre support the welfare of their employees and offer a range of short-term and long-term benefits. We regularly review our employee benefits in consultation with staff to ensure our offer is competitive and fit for purpose in today's society. Your health & wellbeing The health and wellbeing of our staff is our upmost priority and we offer a range of benefits. The following non-contractual benefits are currently available to employees: • WeCARE – Digital Wellbeing. A complete solution across Physical & Mental Health, Finance and Legal support. Advice from qualified professionals tailored to the individual. • MyStrength – One to one support with a qualified Wellbeing guide, a person there to help and support on your wellbeing journey. Support built around the individual. • Toothfairy – Smart dental App – Your personal dentist. • Paid annual eyesight test • Paid annual flu vaccine

	Your finances & protection We offer a pension scheme and further protections. Pension scheme - Contributory pension scheme: the current contributions are: - Employer Contribution: 5% of gross pay - Employee Contribution: Minimum 3% of gross pay Personal circumstances - Death-in-Service Insurance Cover – 3 x annual salary. Personal development - We invest and believe in continuous professional development and training opportunities for all. - Where appropriate, we suggest and arrange professional mentors to offer additional external guidance. Travel to work Many of our staff walk, use public transport or cycle to work or a combination of the above. The following apply after probationary period: - Interest-free Travel Season Ticket loan - Cycle to work scheme Theatregoing Our staff champion theatre and the work of our members. That includes attending regular theatre productions and visiting members (where appropriate) across the UK. - Staff are offered complimentary show tickets on set dates and sometimes to attend opening nights of productions. - All staff can buy Theatre Tokens with a 10% discount. Events & experiences
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	We offer many opportunities to get involved with events such as West End Live, the Olivier Awards, Kids Week workshops and Theatre Craft (jobs fair for craft roles in theatre sector). Socialising with colleagues We have a dedicated social committee with organisational budget. Recent events have included: a quiz night, karaoke, bowling, summer party, games night, festive celebration and many more. Sustainability We have a dedicated Green Committee to champion sustainability and a green agenda throughout our building and the way we work. Recent activities include swap and shop clothes recycling, reduction in all waste, a review of our energy use and much more. Local discounts • Local retail discounts through Heart of London Club and Love Covent Garden. • 20% off at Trevor Sorbie hair salon in Covent Garden.
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