

LAWRENCE BATLEY THEATRE HUDDERSFIELD



We're recruiting

Head of Creative Programme, Part Time 30 hours
(Maternity Cover)

Recruitment Information Pack

If you require a different format of this Recruitment Pack, please contact recruitment@thelbt.org or 01484 955502 for support.



Who we are

Lawrence Batley Theatre presents a wide-ranging year-round programme of in-house and visiting productions, from drama to comedy, contemporary dance to musical theatre, circus and pantomime.

We believe in the power of live performance to bring people together, spark imagination, and strengthen communities.

We bring world-class shows to audiences on their doorstep, champion outstanding home-grown talent, and provide a welcoming space for everyone in our community.

**Click here to find out
more about us.**

"We're a bit of a family here. Everybody is in it together. It is such a supportive group of people"

- Community Production Participant



About us

We are a mid-scale theatre within a beautiful Grade 2 listed building in the centre of Huddersfield. We have three performance spaces – the Main House seating 461 people, the Cellar Theatre with up to 120 seats and the Attic Theatre, with up to 60 seats; as well as a number of meeting and function rooms, gallery space and café bar. The Theatre is run by a team of approx. 90 full-time, part-time and casual staff and we are also incredibly proud and grateful to have an exceptionally loyal team of approx. 80 volunteers.

We entertain, encourage creativity, nurture confidence and develop talent. Our aim is to build a stronger sense of community here in Kirklees through the performing arts.

Our Values

- We make magic
- We are proud
- We are open and friendly
- We are brave
- We provide opportunities for all

“Lawrence Batley Theatre for me, is a magical space that sort of ignited my passion for the arts.”

- Theatre30 Participant

We're recruiting for...

Job title: Head of Creative Programme (Maternity Cover – Fixed Term January – November 2027, Part Time 30 hours)

Main purpose of the role:

We are looking for an exceptional individual to join Lawrence Batley Theatre as Head of Creative Programme, maternity cover. You will be passionate about live performance and enjoy working in a busy and exciting environment.

The role supports Lawrence Batley Theatre's vision to be a creative home for Huddersfield, bringing the best performances to the town and championing the wealth of talent in Kirklees and West Yorkshire.

The Head of Creative Programme will realise an ambitious programme of performance in our various spaces including a mainhouse seating 459, our Cellar Studio theatre and Courtyard space. The Head of Creative Programme leads our programming team, finalises deals and contracts with visiting companies and works with other Heads of Department to deliver a cohesive, building wide programme that is aligned to the overall artistic strategy.

The role will also involve line managing the Sales and Events Co-ordinator to oversee event and room hires and maximise programming income. The role also involves supporting the Participation team to deliver the organisations educational, outreach and artistic planning to ensure participation and creative programme work hand in hand.

The individual will also serve as Producer on the theatre's annual Pantomime and Community Production, and work closely with our Associate Artists and Artists in Development and other ad-hoc producing projects that fit with the artistic vision.

The role is:

Responsible to: Chief Executive Officer

Responsible for: Sales and Events Co-ordinator

Working relationships with: Heads of Participation, Head of Visitor Experience, Head of Development, Head of Marketing and Comms, Head of Technical and Facilities, Head of Finance

Responsibilities:

- Deliver the annual Community Production with the Participation department, attending rehearsals and production week to support the director
- Take a lead producing role in the annual pantomime

- Programme across our theatre spaces, in line with the organisation's overall artistic strategy and programming targets, and lead the Programming Team meetings
- Work closely with the organisation's Community Ambassadors to ensure that the theatre's programme is representative of the community in Kirklees
- Work closely with the Participation team to align engagement activity with the programme
- Undertake research trips where relevant to the programme, acting as an ambassador for the organisation
- Deliver our Artist in Development programme, co-ordinating bookings for rehearsals, R&D and relevant mentoring from the wider team
- Contribute to funding proposals where required
- Line manage the Sales and Events Co-Ordinator to maximise income and development opportunities
- Chair post show Q and As with visiting companies
- Contribute as a member of the senior management team to the overall leadership and development of the organisation
- Support the organisation to create a welcome, inclusive environment for all
- Ensure all activities run in accordance to Safeguarding, Health & Safety and Inclusivity & Diversity policy & procedures
- Undertake any other duties that may be reasonably required in connection with the position

Personal attributes:

Essential

- At least 2 years' creative experience within an arts, culture or charitable organisation
- A strong understanding of participation and community engagement work within an arts organisation
- A proven track record of effectively managing budgets
- A demonstrable understanding of and passion for theatre or other live performance
- Experience of working collaboratively to deliver projects
- Experience of producing work for the stage
- Line management experience
- An understanding of programming for a regional theatre including making deals
- An understanding of the ecology of Kirklees and the wider West Yorkshire region

Terms & Conditions

This is a fixed term maternity cover contract 4th January 2027 – 26th November 2027. There is a degree of flexibility in the dates for the right candidate.

Salary: £37,000 per annum pro rata, actual £29,600 per annum.

Hours: 30 hours per week

Hours will be flexible as some evening and weekend work will be required. No overtime is payable but time off in lieu may be taken with agreement of line manager.

Holidays: Annual holiday entitlement is 20 days per year plus bank holiday entitlement (pro rata).

Notice period: Two months

Standard terms and conditions of the Lawrence Batley Theatre apply.

To apply please send a completed application form to recruitment@thelbt.org

Please contact us directly if you want to discuss submitting your application in an alternative format.

Deadline for application is midday on Friday 9th October 2026.

Interviews will take place week commencing 26th October 2026.

Recruitment procedure & guidance

The Lawrence Batley Theatre's success is down to the passionate and creative people who make up our team.

All we ask is that those who want to join us are passionate about what we do, dedicated to local theatre and have an open mind.

These guidelines set out our approach to recruitment to give all potential applicants clarity about the standards and practices that are applied in our recruitment and selection processes.

Job Description

The job description contains information about the main purpose of the role, covering as comprehensively as possible the responsibilities of the post holder and what skills are required in the performance of their duties.

Essential and desirable attributes

This section of the recruitment pack lists the criteria that are required for someone to be able to perform the role to the required standards. The criteria are used in the shortlisting process and will inform the basis of the tasks/questions asked at interview.

Equal Opportunities

We actively promote equality of opportunity for all with the right mix of talent, skills, and potential and welcome applications from a wide range of candidates. Recognising that the theatre sector, including ourselves, has a great deal of work to do to become truly equal we issue an Equality Monitoring form to everyone who applies to us. This form is anonymous and the information it contains is not considered as part of the selection process, however, after every round of recruitment we use the monitoring information we collect to understand who is and is not applying to our theatre – which allows us to identify areas in which our workforce is not representative of our community and developing ways of improving representation off the back of this.

Advertising vacancies

All of our vacancies will be advertised for a minimum of one month where practically possible. As standard posts will be advertised on our website, social media and Arts Jobs. On some occasions vacancies will be advertised on jobs boards such as Guardian Jobs, Arts Professional and Arts Marketing Association.

Application process

For most of our vacancies we ask candidates to complete an application form, responding to the job specification, to be considered for the role but in some circumstances, we may hold open recruitment days for certain posts.

Shortlisting

Once a vacancy has reached the closing date no further applications will be accepted. Before being reviewed we anonymise applications. Applications are then reviewed by a team of at least two members of staff/Board members with direct knowledge of experience and skills relevant to the role being applied for. They will shortlist based candidates based on the Job Description and application.

As soon as a decision has been made, we will contact shortlisted applicants to arrange interviews. Normally you would expect to hear from us within one to two weeks of the closing date if you have been selected for interview. If you do not hear from us within two weeks you have not been successful on this occasion.

Interviews

The interview is an opportunity for us to get to know you and to better understand your skills, experience, knowledge and abilities. Interviews are conducted by the same two of three people who shortlisted applications and will include the line manager of the post being advertised. One of the team will act as Chair which means they are responsible for ensuring interviews are conducted professionally, fairly and in line with our Recruitment Procedure. The Chair also ensures that each panel member has an opportunity to give feedback on candidates in relation to the selection criteria and that those criteria and not other factors are the basis for the panel's decision making. The Chair is also responsible for ensuring interview notes are completed for every candidate to help us record the panel's decision but also to enable us to provide feedback for all Interviewees so that you can understand the outcome of the interview.



Supported using public funding by
**ARTS COUNCIL
ENGLAND**



thelbt.org

[Facebook](#)

[Instagram](#)

[YouTube](#)