

Job Title: Marketing & Programme Administrator

Hours: 22 per week

Salary: £16,800 (£26,729 pro rata) + 3% pension contribution

Location: Hybrid, with weekly working in central London

Reports to: Director & CEO

Who We Are

[Get Into Theatre](#) is an independent charity that provides essential information to young people from all backgrounds across the UK about viable careers and training opportunities in theatre. We offer inclusive pathways into the industry — from the first spark of career interest to nurturing progression.

By combining industry-led masterclasses with free digital resources and open access opportunities for all, we want to ensure the next generation of diverse creatives have the tools, knowledge and access they need to get into theatre and thrive. Our work spans career development, EDI (Equity, Diversity, and Inclusion) advocacy, digital innovation, youth engagement, educational services, and actively addressing skills shortages.

We are the nation's trusted theatre career and access diversity specialists, joining the dots between industry and education, while supporting the theatre industry to diversify and strengthen its workforce.

Role Overview

The Marketing & Programme Administrator plays a key role in the smooth running of the organisation, the programme and the Get Into Theatre online platform. The post holder manages day-to-day administration, database activity, communication with opportunity providers, supports programme delivery, events and marketing activities, and helps maintain the quality, accuracy and visibility of theatre opportunities and resources online.

Key Responsibilities

Digital & Website Administration

- Source, upload, review and maintain UK theatre career opportunities on the Get Into Theatre website (training, funding, experience, entry roles).
- Contact opportunity providers and approve/reject user-generated uploads.
- Support Get Into Theatre website users with technical or content queries.
- Highlight opportunities that align with fortnightly themes.
- Contribute to ongoing improvements to website content quality and user experience.

Marketing

- Support the team in developing and maintaining industry contacts, including for paid internships, event attendance and ticket offers
- Maintain a range of databases and mailing lists
- Assist in creating engaging social media content and posting this across all channels
- Create and send regular newsletters
- Some experience with Tik Tok is not essential, but would be beneficial

Programme Administration

- Provide occasional administrative support to the team - scheduling, data organisation, documentation, etc.
- Schedule and book main Board and Youth Board meetings
- Support the administration and activities associated with paid internships, including interview scheduling and project evaluation
- Support the delivery of careers events including by managing correspondence and helping with event management

General

- Attend weekly meetings and collaborate with a small dynamic team.
- Support wider organisational aims and charitable mission around equity, diversity and inclusion.
- Monitor and respond to enquiries via the admin inbox, and act as first point of contact for all enquiries to Get Into Theatre

More Information

This role offers flexibility to accommodate other work or home commitments, as long as there is consistent weekly overlap with the team at our London base in the West End. We especially welcome applications from people currently underrepresented in theatre — including those who identify as being from the Global Majority, and/or from low-income households, and/or as having a disability. We're excited to hear from anyone who's passionate about our charitable mission and ready to make an impact in a growing team.

To apply: Please send your CV along with a short covering letter (no more than one side of A4) explaining how your life and/or career experience align with the role and the responsibilities outlined in the job description, to: alex@getintothatre.org

Deadline: Friday 6th February 9am

Any questions: Please contact alex@getintothatre.org