



Job Title: Events, Performances & Facilities Manager

Reports to: COO / Executive Director

Department: Operations

Salary: £33,000 - £37,000 per annum, depending on experience

ABOUT US

Dancebox Studios & Theatre Works is a dynamic, industry-focused training provider preparing the next generation of performers for successful careers in cruise, cabaret, musical theatre, music tours, film, and TV.

ROLE PURPOSE

The Events, Performances & Facilities Manager is responsible for the operational delivery of all Dancebox events, performances, productions, facilities, and premises operations.

This role ensures that Dancebox's events, recruitment activities, performances, showcases, productions, buildings, and facilities are planned, coordinated, maintained, and delivered to the highest professional standard.

The postholder will oversee facilities management, health and safety, compliance, maintenance, event logistics, performance operations, contractor management, and site readiness across all Dancebox locations. They will play a central role in ensuring that every Dancebox event, production, and facility operates safely, efficiently, and professionally.

KEY RESPONSIBILITIES

Event Operations & Delivery

- Lead the operational planning and delivery of all Dancebox events.
- Coordinate the logistical delivery of:
 - Open Days
 - Audition Days
 - Trade Shows
 - Outreach Events
 - Orientation Events
 - Parent Events
 - Industry Events
 - Graduation Events
 - Awards Events
 - Applicant Experience Events
- Produce event plans, schedules, running orders, staffing plans, and operational documentation.
- Coordinate room bookings, visitor flow, registration areas, signage, equipment, furniture, catering, and event infrastructure.
- Ensure events are delivered safely, professionally, and in line with Dancebox standards.

- Conduct post-event reviews and identify opportunities for continuous improvement.

Performances & Production Logistics

- Lead the operational planning and coordination of performances, showcases, productions, assessments, and related activities.
- Coordinate venue liaison, transport arrangements, schedules, staffing, technical requirements, and logistical planning.
- Work closely with academic and creative teams to support successful delivery.
- Ensure performance activities are delivered efficiently and professionally.

Facilities & Site Operations

- Oversee the day-to-day management of all Dancebox buildings and locations.
- Ensure all facilities are safe, clean, secure, well-presented, and fully operational.
- Conduct regular site inspections and identify maintenance, repair, cleaning, and improvement requirements.
- Ensure facilities are prepared daily for teaching, rehearsals, meetings, performances, and events.
- Support effective utilisation of space, facilities, and operational resources across all locations.
- Ensure facilities reflect the professionalism and quality of the Dancebox brand.

Maintenance & Contractor Management

- Oversee reactive and planned maintenance across all sites.
- Coordinate maintenance schedules and facilities improvement projects.
- Manage external contractors, service providers, and specialist suppliers.
- Obtain quotations and support value-for-money decision making.
- Monitor contractor performance and ensure works are completed to the required standard.
- Build positive working relationships with landlords, suppliers, contractors, and external stakeholders.

Cleaning, Security & Operational Readiness

- Oversee cleaning staff and cleaning contractors.
- Maintain cleaning schedules, standards, and housekeeping expectations.
- Ensure facilities remain clean, safe, and fully stocked.
- Manage site security arrangements, alarms, keys, access systems, and building access.
- Act as a keyholder where required.
- Ensure all sites remain operationally ready and professionally presented.

Health, Safety & Compliance

- Support the organisation in maintaining safe and compliant facilities.
- Take operational responsibility for day-to-day premises health and safety standards.
- Coordinate facilities compliance inspections, servicing, and statutory testing.

- Monitor fire safety systems, emergency lighting, alarms, water safety, electrical systems, first aid stations, signage, and emergency procedures.
- Identify risks, hazards, and compliance concerns and ensure appropriate action is taken.
- Maintain premises, compliance, and maintenance records.
- Support risk assessments and safe working practices across all locations.

Budget & Administration

- Maintain facilities, maintenance, contractor, compliance, and event records.
- Monitor facilities-related expenditure.
- Support budget planning for maintenance, repairs, replacements, and site improvements.
- Report major facilities issues, future priorities, and operational risks to senior leadership.

Collaboration

- Work closely with the Admissions & Outreach Manager to ensure recruitment events, audition days, open days, outreach activities, and applicant experience events are planned, resourced, and delivered to a high operational standard.
- Receive attendee information, registrations, recruitment objectives, and event requirements from the Admissions & Outreach Manager and translate these into successful operational delivery.

PERSON SPECIFICATION

Essential

- Experience in facilities management, operations management, event management, production management, or project coordination.
- Experience coordinating complex events involving multiple stakeholders.
- Strong organisational and project management skills.
- Good understanding of health and safety and facilities compliance.
- Experience managing contractors, suppliers, and operational budgets.
- Excellent communication and stakeholder management skills.
- Strong administrative and IT skills.
- Ability to manage multiple priorities and remain calm under pressure.

Desirable

- Experience within education, training, performing arts, theatre, venue, or events environments.
- Experience coordinating productions, performances, showcases, or live events.
- Knowledge of statutory premises compliance requirements.
- Experience managing multiple sites.
- First Aid, Fire Marshal, IOSH, or Health & Safety qualifications.

KEY ATTRIBUTES

- Highly organised and dependable
- Practical and solutions-focused
- Calm under pressure
- Strong operational leader
- Detail-conscious
- Professional and approachable
- Committed to high standards
- Takes pride in delivering exceptional environments and experiences