

# MARLOWE THEATRE

## Job Description

POST DETAILS	
Organisation	The Marlowe Trust
Job title	Data Technician Apprentice
Reports to	Data Analyst & Revenue Manager
Grade	O

### JOB PURPOSE

The Data Technician Apprentice will support the Marlowe Theatre's data processing, KPI reporting and analytical reviews including dynamic pricing and house management.

The Data Technician Apprentice will complete a level 3 qualification over 2 years developing skills to select and migrate data, apply basic statistical methods, clean faulty data, using a variety of tools and methods legally. Source, format and present data securely in a relevant way for analysis.

[Data technician / Skills England](#)

### PRINCIPLE ACCOUNTABILITIES

- As instructed, support the Data Analyst & Revenues Manager, process, analyse and interpret sales, audience and business data to support the Marlowe Theatre's Business Plan.
- To collate KPI data as required to support the business plan.
- To work closely with the Marketing and Communications teams to maximise the use of data driven marketing campaigns.
- Develop effective working relationships both internally and externally.
- Ensure that you, the team, and contractors work in a safe and legal way to comply with regulatory and legislative requirements.
- To drive your own career and skills development, making the most of the opportunities made available to you.
- To live and represent the Marlowe Theatre's values.

### REQUIRED ATTRIBUTES

#### Required Qualities

The Marlowe Theatre's core values are to be supportive and collaborative, authentic and inclusive, and creative and ambitious in everything we do.

We actively seek to represent the diversity of our society

In order to live our values, our Data Technician Apprentice to be:

	<ul style="list-style-type: none"> <li>Organised, with an eye for detail.</li> <li>Interested in digital innovation.</li> <li>A collaborative and proactive team player</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Basic knowledge of Microsoft Excel</li> <li>Basic knowledge of computerised ticket sales systems or other databases.</li> <li>Basic knowledge of relevant legislation and regulations, in particular data protection.</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>A good level of interpersonal skills</li> <li>A basic level of written and verbal communication skills</li> <li>A basic level of IT skills</li> <li>A basic level of numeracy and literacy skills</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Some experience of working in an office and team environment would be desirable for this role.</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>We value education. Maths and English GCSEs at Grade 4 or C are required for this role. Candidates without these qualifications or Level 2 numeracy and literacy will be required to gain them as part of their apprenticeship regardless of age.</li> <li>We will consider applications from suitably skilled and experienced candidates without a qualification subject to a skill scan carried out by the training provider prior to interview.</li> </ul>

<b>JOB DIMENSIONS</b>	
<b>Annual budgetary amounts</b>	N/A
<b>Number of staff reporting to the job holder</b>	N/A
<b>Any other relevant statistics/information</b>	N/A

<b>WORKING ENVIRONMENT</b>
<p>The Marlowe Trust is open to flexible working so talk to us about how you think you can best deliver this job and about your flexible working needs.</p> <p>The Marlowe Theatre's performances happen mostly in the evenings and at weekends. To deliver the best service to our customers, all of our posts, whether frontline, strategic, planning or support roles, require some evening and weekend working.</p>

<b>ORGANISATION CHART</b>
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**March 2026**