

# MARLOWE THEATRE

## Job Description

POST DETAILS	
<b>Organisation</b>	The Marlowe Trust
<b>Job title</b>	Publications Manager
<b>Reports to</b>	Marketing Manager
<b>Grade</b>	K

JOB PURPOSE
To write, edit and co-ordinate the production of key publications and copy that promote the theatre's work and support audience engagement.

PRINCIPAL ACCOUNTABILITIES
<ul style="list-style-type: none"> <li>• Write, edit and proofread high-quality copy for a range of key publications, including the seasonal brochure, show programmes, annual report and other marketing/communications outputs and organisational materials.</li> <li>• Source and manage imagery and visual assets for publications, liaising as required, and ensuring correct usage and crediting.</li> <li>• Coordinate the end-to-end publication process, including scheduling, version control and managing multiple deadlines to ensure timely delivery.</li> <li>• Circulate draft publications to internal and external stakeholders, collate and reconcile feedback, and make revisions as appropriate to achieve final sign-off.</li> <li>• Ensure accuracy, consistency and alignment of tone of voice, messaging and branding across all publications, in line with organisational guidelines.</li> <li>• Write and coordinate copy and imagery for awards submissions, ensuring deadlines are met and criteria are fully addressed.</li> <li>• Work closely with Marketing, Communications, Artistic Planning, Development and Design colleagues to ensure publications support audience, fundraising and organisational objectives.</li> </ul>

- Monitor print and digital publication needs, contributing to print specifications, formats and distribution plans where required.
- To drive your own career and skills development, making the most of the opportunities available to you.
- To work in a safe and legal way to comply with regulatory and legislative requirements.
- To live and represent the Marlowe Theatre's values.

## REQUIRED ATTRIBUTES

<b>Required Qualities</b>	<p>The Marlowe Theatre's core values are to be supportive and collaborative, authentic and inclusive, and creative and ambitious in everything we do.</p> <p>We actively seek to represent the diversity of our society.</p> <p>To live our values, our Publication Manager should be:</p> <ul style="list-style-type: none"> <li>• A great communicator, particularly in written form</li> <li>• Organised with an eye for detail</li> <li>• A creative thinker and problem solver</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Basic knowledge of the theatre industry</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Good creative and editorial copywriting skills</li> <li>• Basic IT skills including use of Microsoft Word, Excel and PowerPoint</li> <li>• Good written and verbal communication skills</li> <li>• Good project management and stakeholder management skills</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Good experience of writing copy for a professional organisation</li> <li>• Good project management experience</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• We value education and GCSEs in Maths and English at Grade 4 or above are desirable for this role. We will, however, consider applications from suitably skilled and experienced candidates without qualifications.</li> </ul>

## JOB DIMENSIONS

<b>Annual budgetary amounts</b>	n/a
<b>Number of staff reporting to the job holder</b>	Direct Reports – 0 Indirect Reports – 0
<b>Any other relevant statistics/information</b>	n/a

## WORKING ENVIRONMENT

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.

The Marlowe Theatre's performances happen mostly in the evenings and at weekends. To deliver the best service to our customers, all our posts, whether frontline, strategic, planning or support roles, require some evening and weekend working.

### **ORGANISATION CHART**

See attached

**April 2026**