



Paines
Plough

PROJECT MANAGER, ROUNDAABOUT

RECRUITMENT PACK



Welcome

Thank you for your interest in Paines Plough and the role of Project Manager - Roundabout.

Currently led by Joint Artistic Directors, Charlotte Bennett and Katie Posner, Paines Plough is one of the UK's leading theatre companies in developing writers, and producing and touring ambitious, socially relevant new plays that reach audiences right across the UK.

Founded in 1974, we've debuted plays from writers including James Graham, Sarah Kane, Dennis Kelly, Abi Morgan, Mike Bartlett, Sam Steiner, Elinor Cook, Vinay Patel, Zia Ahmed and Kae Tempest. Our stories are created by writers from right across the UK who have had a home to develop and thrive at Paines Plough.

Each year, we tour our shows to over 30,000 people, including at our pop-up theatre Roundabout, and recently we worked with 400 writers through our nationwide, multi-year writer development programme: [**Tour the Writer**](#).

Our mission is to diversify which writers are developed across the UK and produce and tour exceptional new plays which connect with and reflect our audiences. We place the playwright at our heart, and we passionately advocate for writers whoever and wherever they are. We are committed to being local and finding unheard voices, striving to ensure our development of writers is as extensive as our touring productions.

In April 2026, we announced that we were successful in securing a vital grant from Arts Council England and the DCMS's Creative Foundations Fund Award, to refurbish our bespoke tourable auditorium, **Roundabout**. This exciting capital project will enable us to breathe new life into our venue, and bring it back to communities around the country: re-tooled, refreshed, and ready for the years ahead

“Without Paines Plough many a British writer would have given up / the company has always been an essential part of the UK's new writing ecology and its nationwide place in that has only grown in recent years.”

[Lyn Gardner, Stage Door](#)

My Mother's Funeral: The Show by Kelly Jones.
Photography by Nicola Young



“A truly national company, with an incredible record of discovering and nurturing some of our most important writers, reaching audiences and communities who are underrepresented and doing it all with passion, rigour and inclusivity, there’s no company quite like it.”

**Duncan Macmillan
(writer of *Lungs* and *Every Brilliant Thing*)**

Project Manager - Roundabout

Paines Plough is looking for a collaborative, driven and ambitious, business-minded individual who has experience of managing complex projects with a range of contractors and stakeholders.

Roundabout was originally built in 2014, and was the brainchild of previous Artistic Directors, James Grieve and George Perrin, designed by Lucy Osborne and Emma Chapman in collaboration with Charcoalblue and Howard Eaton. It was built and developed by Factory Settings. Roundabout is the world's first pop-up, plug-and-play, relocatable in-the-round theatre. For the last ten years, Roundabout has reached communities across the UK, offering intimate, high-quality theatrical experiences, in the places they live.

To date, the venue has reached more than 150,000 people in over 62 locations, with a mission to increase access to intimate, high-quality theatrical experiences for communities across the UK. Roundabout has hosted diverse programmes of work curated by Paines Plough, in partnership with local communities and arts organisations. The renovations will retain the iconic identity of this much-loved theatre, honour its 10-year legacy, and ensure it continues to be enjoyed by the widest possible range of people for many years to come.

We are seeking a Project Manager to lead on this ambitious renovation project: to be responsible for managing all aspects of the refurbishment works; and supporting the development of a robust business model for launch in 2027, and beyond.

Applicants must demonstrate sound experience of managing complex projects, involving a range of stakeholders and contractors, ideally with some experience of capital works, within a cultural context.

Responsible to: Joint Artistic Directors/CEOs and Executive Director
Working closely with: Paines Plough staff team and board of Trustees

Our values

Open: We are a friendly bunch, whether you are an aspiring writer or audience member.

Collaborative: We never work alone and strive to be the best possible partner whether we're working with theatres, actors, designers, students, local communities or accountants.

Inclusive: We want people to feel they can have their voices heard, and that these voices and perspectives are representative of the society we live in today. **Local:** We're a national company that invests time, effort and care in getting to know the communities we visit as if we were local.

Unafraid: We're in the business of new plays and new ways of touring them. We are inquisitive, unafraid to ask questions and to try things out both in our theatre and team.

Environmentally aware: We are proactive in our practice in line with the current climate change crisis. Our work Paines Plough tours new plays that are socially relevant and that speak to the present moment and develop writers from across the country.

Equality, diversity and inclusion

Inclusivity is at the heart of Paines Plough's values; we promote equality and challenge discrimination in everything we do.

As such, we welcome and encourage job applications from people of all backgrounds, particularly those from under-represented groups in the arts. We will commit to interviewing people who identify as disabled and/or as a person of colour or member of the Global Majority who can demonstrate they meet the level of knowledge and skills required to do the job. Please see the Person Specification as we operate a transparent scoring system, applying a score against your response to each of the criteria as listed.

If you need any assistance, or require this information in a different format, please contact recruitment@painesplough.com to request the right version for you. If you would like to submit your application in a different format, we would be happy to accommodate this too. For example, this could be a short video or audio recording (up to five minutes in length) rather than a letter. Again, please contact recruitment@painesplough.com to discuss this.

If anyone would like an informal chat about the role please contact Executive Director, Claire Simpson, on claire@painesplough.com.

Recent Projects

- [Consumed](#) by Karis Kelly
- [Ordinary Decent Criminal](#) by Ed Edwards with Mark Thomas.
- [Shanghai Dolls](#) by Amy Ng
- [My Mother's Funeral: The Show](#) by Kelly Jones
- [Every Brilliant Thing](#) by Duncan Macmillan with Jonny Donahoe
- [Strategic Love Play](#) by Miriam Battye
- [Bullring Techno Makeout Jamz](#) by Nathan Queeley-Dennis
- [You Bury Me](#) by Ahlam

Alongside our productions, we have a strong writer development strand. Recently, we worked with 7 organisations and 400 writers in our development programme, **Tour The Writer**, as well as bolstering our relationships with writers through bursaries, commissions, attachments, and one-to-one meetings.

In 2019, we co-founded the **Women's Prize for Playwriting** with producer, Ellie Keel. An open access prize, this is now an anchor in our work in proactively campaigning for writer gender equality in theatre. Three of the winning plays so far have toured the UK to critical acclaim, with two further winners now in development.

We continue our work at the company's home in Coventry, deepening our relationship with our long-standing collaborators Belgrade Theatre and seeking out new opportunities in the Midlands.

Consumed by Karis Kelly
Photo: Helen Murray



Ordinary Decent Criminal by Ed Edwards
Photo: Pamela Raith





Paines Plough at the Women's Prize for Playwriting ceremony, 2026
 Photo: Greta Zabulyte

Staff

Joint Artistic Directors and CEOs	Charlotte Bennett and Katie Posner
Deputy Artistic Director (maternity cover)	Debo Adebayo
Executive Director	Claire Simpson
Senior Producer	Ellie Fitz-Gerald
Marketing & Audience Development Manager	Manwah Siu
Administrator & Literary Assistant	Hannah Churchill
Assistant Producer	Demi Nandhra

Current Board of Trustees

Kully Thiarai (Chair), Ankur Bahl, Corey Campbell, Asma Hussain, Abi Morgan, Helen Perryer, Farha Quadri, Carolyn Saunders.



Strategic Love Play by Miriam Battye.
Photo: Harry Elletson

“Most companies would be lucky to have a handful of iconic productions across a fifty year history.

It seems like Paines Plough has one nearly every year.”

**Mike Bartlett
(writer of *Love, Love, Love*)**



Every Brilliant Thing by Duncan Macmillan
with Jonny Donahoe
Photo: Mihaela Bodlovic

Project Manager – Roundabout Key Responsibilities

Schedule and delivery

- Deliver the Roundabout refurbishment project and launch, to the highest possible standard, within the outlined budget and schedule parameters.
- Use the 2020 RIBA stages as a guide for the delivery and progress of the refurbishment project.
- Communicate clear schedule parameters with a range of designers and contractors, to ensure work is completed in a timely manner.
- Regularly report to Paines Plough’s Executive Team, staff project group and board sub-committee on progress.
- Maintain a clear consideration of Paines Plough’s other work and business priorities which will continue to be delivered alongside the refurbishment project.

Budget and financial control

- Take overall responsibility for the refurbishment project budget.
- Work to Public Contracts Regulations in respect of buying goods and services using public money, and following necessary processes for tendering and ensuring value for money.
- Take overall responsibility for the project cashflow.
- Maintain a compliant register of all project assets.
- Lead on independent expenditure report, on completion of the project.

Project Team

- Lead on the tender and procurement process for appointing designers, contractors and other specialists.
- Lead on contracting designers, manufacturers and all other specialists engaged on the project, and ensure adherence to such contracts.
- Ensure contractor and freelancer compliance with Paines Plough’s policies and procedures, as relevant.
- Manage contractual issues that may arise throughout the project, in liaison with the Executive team as relevant.
- Chair fortnightly staff progress meetings, and feed into monthly board sub-committee meetings.
- Arrange and Chair regular designer and contractor meetings, as necessary for the needs of the project.

Statutory compliance and reporting

- Adhere to Arts Council England's standard terms and conditions for Capital Grants.
- Adhere to other relevant industry standard terms, conditions and agreements.
- In liaison with the Executive Director, input into payment claims for Arts Council England and other funders.
- Ensure appropriate levels of insurance are in place for the refurbishment activities, and for the value of Roundabout on completion of the project.
- Take overall responsibility for Health and Safety procedures on the project and ensure the highest possible standards of compliance and documentation.
- Ensure all contracted professionals have the necessary and relevant professional indemnity insurances.
- Implement a plan for ongoing review and maintenance of Roundabout, following completion of refurbishment.
- Ensure access and inclusion, and environmental sustainability are central to the refurbishment and ongoing delivery plans of Roundabout.

Business development and strategy

- Actively participate in the development of the Roundabout operating model and strategy.
- Secure partnerships and sponsorship opportunities which will support the refurbishment project and future business model.
- Develop operating structures for the smooth running of Roundabout, which include focus on safety, audience experience, commercial opportunities, and high production values.
- Develop business model strategies for ongoing income generation and sustainability beyond the refurbishment project.
- Develop a 'handover plan' on completion of the refurbishment project.
- Lead and contribute to an end of project evaluation.

General

- Attend company previews, events and press nights as required.
- Be an enthusiastic advocate of Paines Plough, always acting in its best interests with a thorough understanding of the company's mission, vision and aims.
- Publicly champion best practise in the support of playwrights and the production of their work for the stage.
- Attend weekly company meetings and update on programme activities as required.
- Uphold and implement Paines Plough's policies including but not limited to equal opportunities, health and safety, environmental sustainability and other policies outlined in the Staff Handbook.
- Any other duties reasonably required by the organisation or line manager outside of the scope of those defined in this job description.

Person Specification

Essential skills and experience

- An ambitious and collaborative strategic thinker with impeccable standards of project delivery.
- Experience of generating income from a range of sources, such as partnerships and sponsorships, commercial income generation, and grant-making bodies.
- Strong leadership and interpersonal skills to deal effectively with internal and external relationships.
- An ability to work effectively as part of a team, and independently.
- Comfortable and confident in liaising with various parties in the delivery of a project.
- Proven track record of delivering projects within a specified timeframe and to a project brief
- Experience of managing budgets and cash flow projections of over £500,000, with multiple elements of income and expenditure.
- Ability to keep accurate and timely financial records.
- A sound understanding of technical facilities within a cultural context.
- An interest and enthusiasm for Paines Plough and its objectives.
- An understanding of the UK's theatre and arts ecology.
- Understanding of Health and Safety good practice and compliance
- A commitment to access, diversity and inclusion, and environmentally responsible practices.

Desirable skills and experience

- Experience of the subsidised or charitable not-for-profit sector, including experience of delivering against statutory grants.
- Experience of delivering a tender / procurement process for contractors
- Experience of managing refurbishment or capital projects
- Experience of working with a Board of voluntary trustees.
- Experience of working within the context of touring theatre
- Experience of working in an operational, technical and/or managerial role within a cultural building.

Terms of Employment

Salary	£47,000 per annum, pro-rata
Contract	Fixed term until October 2027
Pension	Auto-enrolment in the company pension scheme on completion of probation, with 4% employer contribution and 5% employee contribution.
Holiday	The basic annual holiday entitlement with pay is 20 days per year plus bank holidays, with an incremental increase of one additional day for every full holiday year worked.
Hours	21 hours per week (3 days). Paines Plough operates a flexible working policy with core office hours between 11:00-17:00 and a flexible working day operating from 09:00 – 19:00. Additional hours may be required to fulfil the role, including evening and weekend work for which no overtime is payable. A TOIL (time off in lieu) policy is in place.
Location	Paines Plough has a hybrid working model with two days working from home and three days office-based at Paines Plough’s offices in Coventry or London. In addition, employees may be required to work from Edinburgh for the month of August as part of the company’s residency at the Edinburgh Fringe Festival. Some additional travel may be required throughout the year, and all work-related travel and accommodation will be covered by Paines Plough. We welcome applicants from the West Midlands as part of our new location at the Belgrade Theatre in Coventry.
Probation	2 months.
Notice	During the probationary period, 4 weeks’ notice on either side is required. After completion of the probationary period, 2 months’ notice on either side is required. Benefits: Season ticket loan scheme; Bike to work scheme; Theatre ticket allowance; Training opportunities.

How to apply

The deadline for applications is 6pm on **Thursday 18 June 2026**
Interviews will take place during **the week commencing 29 June 2026**

Please send your covering letter (of no more than 500 words) and your CV in the same document, to recruitment@painesplough.com with the subject line:
“[Your name]: Project Manager - Roundabout Application.”

Please ensure that your covering letter addresses why you are interested in the role of Project Manager - Roundabout at Paines Plough, and your fit to the person specification.

We also appreciate if you could also complete an Equal Opportunities Monitoring Form at this link: <https://www.tfaforms.com/5169484>

Applications should be sent before the closing date and time; applications received after this deadline will not be considered.

Guidance Notes

Questions for us?

If you have any further questions and would like an informal chat about the role or the company’s vision, please contact Executive Director, Claire Simpson, at claire@painesplough.com.

If you are interested in this position but feel it would be a big step up for you, we would be very interested in hearing from you as we would be prepared to provide support and training to the right candidate.

Shortlisting and Interviews

When shortlisting we are looking at how closely your application meets the criteria set out in the Person Specification. We will reply to all candidates via email, regardless of whether you have been shortlisted or not.

Offers

All offers are made subject to satisfactory references, proof of identity, address and eligibility to work in the UK.

Accessibility

If you would find it more accessible to complete this application in another format, please get in touch with us.

Paines Plough Limited

Coventry office and registered address:

Belgrade Theatre
Belgrade Square, Corporation Street
Coventry, CV1 1GS

London office address:

Kiln Theatre
269 Kilburn High Road,
London, NW6 7JR

Main contact address: office@painesplough.com

Website: www.painesplough.com

Instagram: [@painesplough](https://www.instagram.com/painesplough)

Bluesky: [@painesplough.bsky.social](https://bsky.app/profile/painesplough.bsky.social)

Facebook: [@painesploughHQ](https://www.facebook.com/painesploughHQ)

YouTube: [/painesplough/](https://www.youtube.com/painesplough/)