



Bechdel Theatre is seeking an Operations Lead to support the re-opening of our first public activities since 2020, and contribute to an exciting period of development for our company.

This brand new freelance role supports the next step of Bechdel Theatre's transition from 'passion project' to sustainable organisation. In helping plan for the company's future, there is also potential for the successful candidate to shape a permanent version of this role within Bechdel Theatre's core team.

About Bechdel Theatre

Bechdel Theatre is a small-scale queer-led grassroots organisation that amplifies people of marginalised genders* in and through theatre and performance.

Founded as a Twitter page in 2015, Bechdel Theatre was inspired by the Bechdel test created by Alison Bechdel and Liz Wallace in the 1985 *Dykes To Watch Out For* comic strip. The comic features two lesbians at the cinema, with one character saying they only watch a film if it meets three criteria: *There are at least two women, who talk to each other, about something besides a man.* We're inspired by the queer origins of the Bechdel test, and use it as a 'jumping-off point' for conversations, rather than a 'measure' of feminism. Our work and community includes people of all marginalised genders (women, trans and non-binary people) - as demonstrated in Bechdel's work, which features lesbian, bisexual, queer and trans characters.

Over 7 years Bechdel Theatre has evolved into a multi-faceted organisation creating and facilitating physical and digital spaces including a podcast, blog, workshops, and events. Until 2019 we ran as an ad-hoc voluntary organisation with no formal funding. In 2020 we received our first ever grant, for organisational development. This started us on the path to working in a more sustainable way.

The next stage of development is slowly re-opening some of our public activities, beginning with Bechdel Theatre Circle (our post-show audience discussions), which has been funded this year by a National Lottery Project Grant.

- **More about [Bechdel Theatre on our website](#).**

**For details on our language and gender-inclusivity please see [our FAQs](#).*

About the role

You'll join the existing company of two Creative Directors to play a pivotal role in developing one of Bechdel Theatre's longest-running core activities: Bechdel Theatre Circle.

This project will focus primarily on re-developing the Bechdel Theatre Circle post-show conversations, with the opportunity to also impact our long-term organisational development (contributing to our Theory of Change, Monitoring and Evaluation framework, and considering future project planning). You will lead on the planning, logistics and evaluation of our work, including supporting strategic development of relationships with venues and organisations whose work is in line with our values.

With Bechdel Theatre you'll support the development of work which builds community connections, prioritising quality and impact over scale and volume of work/output.

This role has the potential to expand in future, subject to funding for further development of Bechdel Theatre's other activities.

- **More about [Bechdel Theatre Circle](#).**

Job Description

- Support the planning and delivery of a series of **Bechdel Theatre Circle** post-show events.
- Lead on **logistics, scheduling, and administration** for events.
- Manage **project timelines**, keeping colleagues informed and accountable.
- Collaborate on **marketing** and promotion, including contributing to social media and website updates.
- Ensure relevant **risk assessments, policies** and **processes** are in place and adhered to.
- Contribute to **documenting** the project, including **developing inclusive methods for monitoring & evaluation**, and reporting to funders.
- **Monitor and track expenditure** within agreed budgets.
- Implement an agreed **finance & accountancy procedure** to facilitate the speedy and accurate updating of budget, cashflow, and other financial record-keeping as required.
- Research, identify and apply for appropriate **funding sources** and **income generation opportunities** for future Bechdel Theatre projects, alongside the company directors.
- Coordinate **mailing list**, and collaborate on delivery of our newsletter.

- **Liaise with key partners** with a view to build new relationships and develop existing relationships with companies and venues.
- Be a part of ongoing strategic development and business planning within the company

Desired Skills & Experience

- **Project management skills:** Time management, organisation, delegating and prioritising.
- **Budgeting, finance** and **company account** management (particularly for being a CIC)
- **Fundraising** through project grants, trusts and trading.
- Using **Google** Drive/Docs/Sheets, **Canva**, **Trello**, and **Wix** to work collaboratively.
- **Social media** and **marketing** skills (including TikTok).
- **Data collection** and **monitoring & evaluation**.
- Candidates may bring **experiences of leadership** in one or many of the following settings: arts organisations, non-profits, social enterprises, community spaces, or activist groups.
- **Working with neuro-divergent people** - both Directors have ADHD & Dyspraxia which impacts and informs the way we work together!

Person Specification

Ideal candidates will be:

- Driven by a desire to support, connect and amplify people of marginalised genders in and through theatre and performance.
- Excited by long-term planning, strategising and organisational systems.
- A confident, compassionate leader who puts people before productivity.
- Passionate about proactively improving accessibility & inclusivity - within our organisation and activities, and throughout the arts.
- Informed by intersectionality, with an understanding of how lived experiences, oppression and privilege impact all areas of life and work - including how leading a queer organisation centring people of marginalised genders means considering experiences of race and racism, disability and ableism, class and classism, and all other societal dynamics of inequality and marginalisation.

Fee

£2700 flat fee (from a total project budget of £9500) for work carried out between March - June, with the potential to expand the role in the future.

The exact working and payment timetable is to be agreed upon to meet your schedule and commitments. To give you an idea of existing work patterns, the current Creative Directors normally work 1-2 days per week for the company (a mix of solo and collaborative work, either on Zoom or in Central London). We estimate this to be 14-18 days of work. Payments will be made upon receipt of an invoice.

We are committed to working with full financial transparency and want the amount of work you put in to be reflective of the fee available on our current project-based budget. We will be happy to discuss what this means for you, both before and during this project timeline, and any subsequent work we may agree to do together in the future.

Inclusion

You do not need to meet all desired criteria to apply. If you're passionate about our mission, think you'll enjoy the job and want to help advance our company at this key stage of development, then we'd love to hear from you!

As an organisation led by and for LGBTQIA+ people of marginalised genders it is vital to our mission that our company reflects our communities. Therefore we're particularly keen to encourage applicants from groups currently under-represented/under-resourced in the arts, including people of the Global Majority*, disabled people, trans and non-binary people, and those who aren't middle/upper class.

Please let us know if you have any access requirements to take part in this process.

**Global Majority is a collective term for racialised people who make up the majority of the world, eg, who are Black, African, Asian, Brown, mixed-heritage, indigenous to the global south, or have been racialised as 'ethnic minorities'.*

Application Process

Please email your CV, LinkedIn or website to hello@bechdeltheatre.com by 23:59 Monday 20th February 2023.

Please **include a cover letter of a couple of paragraphs** (around 250–500 words) introducing yourself, and noting any experience, skills or qualities that make you well-suited to this role. Please also let us know about any access requirements that will enable you to take part in this application process.

You can send this typed, or by voice note or video if you prefer.

Interviews will be on Wednesday 1st March via Zoom.

We'll tell all interviewees what we'd like to ask/talk about ahead of time, and will inform everyone on the outcome of your application ASAP.