



PROJECT MANAGER

PROJECT BRIEF





TAMSIN GREIG
PEGGY FOR YOU



MAISIE WILLIAMS
& ZACH WYATT
I AND YOU



DANNY SAPANI
& TIFFANY GRAY
BETWEEN RIVERSIDE AND CRAZY



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OUR MISSION

Welcome to Hampstead Theatre where we champion the original, presenting world-class work on two ever-transforming stages. Since its earliest incarnation in a simple hut over 60 years ago, Hampstead Theatre has always attracted outstanding talent, from Harold Pinter, Mike Leigh, and Tom Stoppard to Nina Raine, Roy Williams and Beth Steel - innovators and original thinkers, every one.

As one of London's leading producing theatres we showcase the very best of what's new; taking pride in the premiere of an astonishing debut, an inventive reimagining of an existing work, or an enthralled first-time audience member. We present plays that are ingenious, surprising and accessible.

Our state-of-the-art home is in North West London, offering West End production values – but with tickets at a fraction of the cost. We believe in thought-provoking stories that are intelligently told, leaving audiences entertained and exhilarated. We're passionate about our work, and we can't wait to share it with you.

WORKING TOWARDS AN INCLUSIVE CULTURE

Hampstead Theatre is committed to reflecting the diversity of contemporary England in the work presented on stage, in the colleagues who work here in whatever capacity and in the audience we welcome. Everybody who engages with Hampstead Theatre should feel able to express their full selves and we take seriously our commitment to removing any barriers, whether visible or invisible, which prevent anyone from doing so.

DISABILITY CONFIDENT

All d/Deaf and/or disabled applicants who demonstrate they meet the essential criteria in the person specification will be invited for interview.

If you require this document in another format (eg large print, audio), please email jobs@hampsteadtheatre.com.

If this application process is not appropriate for you due to your access needs, please contact us to discuss an alternative approach by emailing jobs@hampsteadtheatre.com.





SIMON RUSSELL BEALE
MR FOOTE'S OTHER LEG



RAY FEARON
& CLARENCE SMITH
THE FIRM



MYANNA BURING
ANTHROPOLOGY



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ROLE OVERVIEW

Hampstead Theatre, as a recipient of the Bloomberg Digital Accelerator Fund, is undergoing an exciting digital transformation project to fully redevelop the theatre's website to drive revenue and membership. We are seeking an experienced Project Manager to work closely with the Hampstead team, alongside third-party vendors working on the project.

This freelance opportunity is ideal for someone with strong organisational skills, excellent communication abilities, and a track record of managing digital projects. You'll be working closely with our internal team and external suppliers to ensure the project is delivered on time, within scope, and on budget.

EXPRESSIONS OF INTEREST

If this freelance opportunity aligns with your experience and availability, we'd love to hear from you.

Please send:

- A short statement outlining your relevant experience and approach to project management (no more than one page)
- A CV showcasing your previous project management work

Expressions of interest should be sent in pdf format to jobs@hampsteadtheatre.com with the reference **PM** in the subject line.

Deadline for submissions is **Midday on Monday 22 September 2025.**

TERMS AND CONDITIONS

Contract Type: Freelance.

Time Commitment: Approx. 8 hours per week.

Duration: 6 to 9 months, starting as soon as possible.

Rate: £50 per hour.

Location: Remote, with occasional onsite meetings.

The Project Manager will report to the Director of Marketing and Communications and collaborate with the Digital Steering Group.



CAST OF
ROCK 'N' ROLL

EMILIA FOX
& THEO JAMES
SEX WITH STRANGERS

SHARON D. CLARKE
CAROLINE, OR CHANGE

ROBERT LINDSAY
PRISM

KEY RESPONSIBILITIES

- Own and manage the project critical path, ensuring key milestones are met.
- Schedule and lead weekly working group meetings, including agendas, minutes, and action tracking.
- Provide regular updates to the internal project lead, identifying risks and mitigation strategies.
- Monitor project spend against budget and flag variances.
- Liaise with third-party suppliers to ensure deliverables are met on time and within budget.
- Maintaining clear project timelines
- Leading on creation, implementation and testing of new website
- Manage scope creep and ensure changes are documented and approved.

RELEVANT SKILLS AND EXPERIENCE

Essential

- Experience managing digital transformation or website upgrade projects.
- Excellent written and verbal communication skills.
- Strong attention to detail and time management.
- Adaptable and able to work independently.
- Experience of managing a wide range of project stakeholders.

Desirable

- Recognised Project Management qualification.
- Familiarity with the arts, culture, or live performance sector.