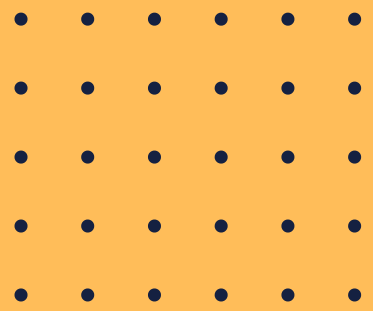


ODDMENTS
THEATRE CO



LEADERSHIP VACANCIES

INFORMATION PACK



CONTACT US:

recruitment@oddmments-theatre.co.uk // 01935 471547

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The deadline for this job is 11pm on Tuesday 28th July 2026. Please send your CV and cover letter, outlining which position you are applying for, why you are applying for that position and how you fit our personal specification, to recruitment@oddments-theatre.co.uk



OUR MISSION



Oddments Theatre is a touring Christian theatre charity based in Yeovil, Somerset, that performs in churches, schools and prisons across the UK.

Our aim is to deliver entertaining and thought-provoking drama which tells something of the Christian message in a way the audience can engage with. We create innovative stage sets, and use our own costumes, sound and lighting to produce memorable productions that can be toured into many venues. Our shows have received great reviews across the country.

Our prison ministry is a core part of our work. Thanks to our strong base of supporters, we are able to take drama into prisons for free, performing to inmates stories of hope, forgiveness and transformation. We have been praised for the 'significant impact' we are having in prisons.

We are looking for someone with a heart for our mission and a vision to see it continued into the future, with new productions and ideas.



Amazing Grace



The Hiding Place



Passion to Pentecost

OUR STAFF



We have a small, but strong, admin team, who have been with the charity a number of years.



Jenny: Administrator for Gift Aid, part-time

Jenny has been with Oddments for many years, and runs our Gift-Aid administration, communicating with supporters and ensuring our records are kept up-to-date. She also handles various other administrative jobs in the office, such as utility bills.



Joanna: Administrator, part-time

Joanna organises many areas of our administration, including finances and trustee reports. She takes a lead on advertising shows and taking bookings, as well as liaising with organisers of events and helping to prepare teams for tour.



Jo: Funding Coordinator & Safeguarding Lead, part-time

Jo started with Oddments as a volunteer intern on our gap-year program, later was employed full-time as team lead, and now works remotely 10 hours a week writing grant applications and seeking new ways of raising funds. She also handles safeguarding.



Freelance Actors or Interns

We bring in actors to perform in our productions. Currently, we use freelance actors, who come on board on short-term contracts to rehearse and tour a production over a month or two. In the past, we have had interns on a gap year program, meaning they were part of the team for a full year. This allowed tours to be more spread out, and the interns were involved in the office as well as in rehearsals and performances.

VACANCIES



Director

We are looking for someone to lead Oddments into the future as its new Director. We want to find an individual with a heart for our theatrical mission and a love for Jesus. A 6-month handover period will help settle you in the role.

PAGES 5-8, 12

Team Lead

The Team Lead takes charge of the acting teams, touring with them and assisting with the creative side of productions, as well as some administration. They are a crucial part of the leadership team and work closely with the Director.

PAGES 9-12

Creating a New Structure for Oddments?

With both of these vacancies open at the same time, the opportunity is there to consider a new way of working. We are open to people coming with their own ideas of how the charity could run. For example, we would be open to two people applying together to co-lead the charity, given they can explain how they would envisage this working and how they would divide responsibilities between them.

This pack focuses on the traditional roles of Director and Team Lead, but those considering co-leading or other ways of running are welcome to apply, or to contact us for more information.

DIRECTOR ROLE

Ultimately, we are looking for the person who will lead Oddments into the future.

Our Director and founder, Barry Boyton, has lead the charity faithfully for many years, but he is now looking to step aside and pass on the reins to a new leader. **We are on the search for someone with the vision to take Oddments into a new chapter**, continuing our mission to perform Christian theatre in churches, schools and prisons.

The successful candidate will come into the role of 'Deputy Director' for an initial 6 month transition period, to allow them to work alongside Barry and learn how the charity operates. After this initial training period, given that both sides still feel it is the right next step, the Deputy Director will be promoted to Director, taking over responsibility for the charity, alongside our trustees and staff leadership team. Whilst our current Director will be stepping away from running the charity, he will still be employed part-time in a non-leadership role to support the new Director in specific aspects, such as overseeing the completion of our building project on our new premises, attending conferences and script-writing. He may be able to help with other things occasionally if needed and available.

What is involved in running Oddments?

As Director, you are able to guide the direction of the charity and decide what productions to create and tour. You can work with actors, script-writers and creatives to produce high-quality Christian theatre, and you get to see the impact of those shows in venues across the country, particularly in prisons. It is a busy and varied role, involving responsibilities for managing staff, producing theatre and the overall running of the charity. It is also an exciting and rewarding one, where everything you do is building towards the Christ-centred mission of bringing people closer to faith through theatre. You will be supported by a strong long-standing staff team.



KEY RESPONSIBILITIES

The 5 key responsibilities of the Director are as follows:

- **Mission Strategy**

Along with the Board and Team Lead, the Director should develop strategic plans to ensure the charity continues to perform theatre with a Christian message in churches, prisons and schools across the UK. This may involve planning future tours, the production of new shows, and exploring new opportunities for the charity.

- **Producing Quality Theatre**

The Director is responsible for ensuring the shows we produce is of great quality and communicates the Christian faith in an impactful way to its audience. The Director will be involved in many aspects of the production process, which could include scriptwriting/editing, set production, costumes, lighting design, recruiting actors and directing. They may also be involved in preparing tours with regards to planning, obtaining bookings and organising logistics.

- **Leadership and Culture**

The Director is responsible for managing staff, supporting them in their roles and communicating priorities, deadlines and plans. The way they lead will create a culture within the organisation, which we hope will be a positive one full of grace and enthusiasm for our mission. The Director should lead by example, prioritising good Health and Safety and Safeguarding practice, and putting faith at the centre of the organisation. Prayer should continue to be an essential part of the charity's running, forward-planning and problem-solving for all members of staff.



KEY RESPONSIBILITIES

- **Trustee Accountability**

The Director must communicate well with the Trustee Board, producing a termly report on the charity's work. Amongst other responsibilities, the Board and Director should together ensure charity finances are well stewarded. The Director must ensure policies are implemented within the organisation and that finances are appropriately supported with fundraising and/or grant applications (currently completed by our Funding Coordinator).

- **Representing Oddments**

The Director is one of the key voices for the charity, and should be seen to positively represent the charity. They should ensure good communication with our network of financial supporters, and encourage growth in support by promoting the charity at events and conferences, as well as online. We also hope to build positive relationship with venues we visit.

CHOOSING HOW TO RUN THINGS...

We appreciate that a new Director is likely to run things differently from our current Director. Infact, even under our current Director, we have used different models over time (e.g. recruiting freelance actors vs gap-year interns; writing scripts in-house or purchasing externally; the Director being part of the touring team or sending the team out under the leadership of the Team Lead). These decisions will be up to the new Director, and there isn't a 'correct' answer. What we are looking for is someone with a vision of how they would run the charity, whilst fulfilling their 5 Key Responsibilities, and having the skills, experience and heart for our mission to allow them to be a great leader.



THEATRE SKILLS

This page is designed to help you think through what creative skills you may, or may not, need for the role of Director.

SCRIPT-WRITING

You may choose to write your own scripts, or to purchase copyright off a script-writer. Either way, you will need to decide what stories will be effective for sharing the Christian message on stage to church, prison or school audiences, and which will draw in the bookings and ticket sales.



ACTING / TOURING

There are different models you could choose to run - either basing yourself in the office, and sending teams out, or choosing to be part of the acting team yourself. Acting experience is not necessary for the first model, although willingness to travel on tour if needed (e.g. to help a new team out) is desirable.

DIRECTING

We are looking for someone with the ability to direct a show. Even if this is something you choose to delegate to your team leader or an external director, you will need to be able to watch a show and know whether it works, or how you could increase the impact for the audience, so you can have confidence in the productions you are putting on the road.



At interview, we will ask you to explain your creative skill set, and which parts of show production you would envision taking responsibility for yourself, or delegating to others.

PRODUCTION

If you plan to lead the overall production of new shows, you will need the creative vision for what the end result will look like. This includes costumes, set, lighting etc. You also need to be able to judge acting ability and character during interview, in order to recruit freelance actors or interns for shows.

PERSONAL SPECIFICATION

~Director

SKILLS & EXPERIENCE

Essential:

- Leadership and teamwork experience
- Competency in computer skills, basic administration and making phone calls
- Love for theatre: main experience may be from acting, directing or operations/event management, but must understand what makes a good show enjoyable, relatable and moving for the audience. Some directing experience preferable.
- Competency in budgeting and handling finances
- Full UK driving license and willingness to drive company van (with training)
- Able to pick up new things quickly and put them into practice to a high standard
- Commitment to enforcing good Safety and Safeguarding practices

Desirable:

- Some experience/knowledge of Christian theatre specifically

PERSONAL QUALITIES

- Someone who is a Christian, with a living faith in Jesus and a willingness to talk about their faith with others
- Someone with moral integrity who aligns with our statement of faith and Christian ethos
- A good leader - confident, but also able to listen, weigh up advice and make decisions; able to encourage and work well with a team
- Has a heart for our mission to churches, schools and prisons
- Living, or willing to move, close to our base in Yeovil
- Good with people; enjoys meeting new people
- Hard working and willing to get stuck in
- Ready to learn from others
- Reliable

**See Page 12 for
How to Apply!**



TEAM LEAD ROLE

The Team Lead is a crucial part of the leadership team, responsible for leading the freelance acting teams to deliver great performances on tour.

The Team Lead works closely with the Director to plan future tours and help with the creative side of show production. Whilst the Director will likely be involved in interviewing candidates, the Team Lead will take a lead on advertising and organising recruitment. The Team Lead may also be involved with other administrative tasks, such as taking bookings for tours, creating artwork & advertising, and replying to emails.

During rehearsals, the Team Lead may be involved in directing and/or managing some rehearsals, and teaching new actors how to set-up shows and operate company equipment.

On tour, the Team Lead may be required to drive the company van and to perform in productions. They must be prepared to take the team into church, school and prison venues, and will need to lead the team in their set-up, adapting to the various stage sizes and shapes that come with different venues. The Director may or may not also be involved in touring with the team.



TEAM LEAD ROLE (ctd.)

The Team Lead manages the team of freelance actors (or interns), encouraging them in their acting and ensuring that work gets carried out to a high standard and in a safe manner. They also help the team to bond and to develop an atmosphere of grace, encouragement and faith amongst themselves. This may involve leading Quiet Times to ground the team in prayer and reflection.

The Team Lead will be trained to become Oddments' Safeguarding Lead. This role includes updating safeguarding policy, ensuring our policy and procedures are followed, and dealing with any safeguarding concerns or complaints, in collaboration with our Safeguarding Trustee.

The role of Team Lead is rewarding and exciting. The work is varied, and there is always a lot to do, but the result of putting on a great performance on stage is always worth it. We find that our prison ministry is often the most popular part of our work, both for Team Leads and the acting teams, as you can see how what you are doing is really making an impact. We are looking for someone who has a passion for the mission behind our work, and who is willing to take on responsibility and work hard to see it continue.



PERSONAL SPECIFICATION

Team Lead

SKILLS & EXPERIENCE

Essential:

- Leadership and teamwork experience
- Competency in computer skills, basic administration and making phone calls
- Strong acting ability
- Full UK driving license and willingness to drive large company vehicles (with training)
- Able to pick up new things quickly and put them into practice to a high standard
- Able to adapt to new and changing situations quickly and calmly
- Commitment to enforcing good Safety and Safeguarding practices

Desirable:

- Some experience of directing theatre

PERSONAL QUALITIES

- Someone who is a Christian, with a living faith in Jesus and a willingness to talk about their faith with others
- A good leader, but also able to take direction and work well in a team
- Has a heart for our mission to churches, schools and prisons
- Living, or willing to move, close to our base in Yeovil
- Good with people; enjoys meeting new people
- Hard working and willing to get stuck in
- Ready to learn from others
- Reliable

**See Page 12 for
How to Apply!**



FURTHER INFO (BOTH ROLES)

CONTRACTS

Both roles are full-time, permanent contracts, subject to a probationary period of around 6 months.

Director salary will depend on experience: £28,000 - £31,000, with 32 leave days including bank holidays.

Team Lead salary is set at £24,785, with 28 leave days including bank holidays.

We have a company pension scheme which both roles will be eligible to join.

We may be able to offer some short-term accommodation in Yeovil to help you in the first few months.

PROFESSIONAL DEVELOPMENT

These roles offer a lot of scope for new experiences and skills to be gained, due to the variety of the work involved, and the opportunity to help lead a charity. On-the-job training will be provided during the first 6 months.

WORKING HOURS

During 'office periods' the working week will be a normal 9am-5pm, Mon-Fri. During tour periods, and for the occasional one-off prison performance, hours will vary greatly from this schedule in order to accommodate show times, set up and travel. Some overnight stays for periods of up to 3 weeks may be required. Attendance at Christian festivals may sometimes be required. Attendance at evening trustee meetings will be required up to four times a year.

HOW TO APPLY

Please send your CV and cover letter, outlining which position you are applying for, why you are applying for that position and how you fit our personal specification, to recruitment@oddmments-theatre.co.uk

>> Deadline: 28th July, 11pm <<

Got queries?

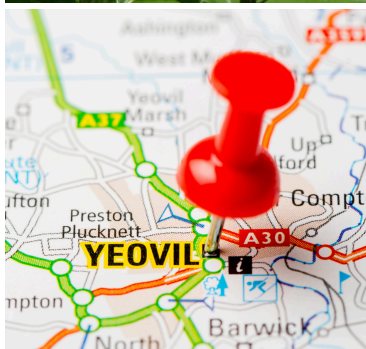
GET IN TOUCH:

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01935 471547



A BIT ABOUT YEOVIL



Oddments is based in Yeovil, Somerset, where we have recently bought and renovated our own building as an admin base for our staff team.

Yeovil is a lovely town, with a good high-street and a large country park, perfect for walks.

There are lots of great schools in the area, ranked good or outstanding by Ofsted for both primary and secondary ages, including two special schools.

From traditional services to contemporary worship, Yeovil is home to lots of churches of different denominations and service styles, so there is somewhere for everyone to feel at home.

Yeovil has two train stations, connecting you to London, Weymouth, Bristol and other great locations. That said, a car is useful if you want to explore the area!



Got queries?

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