

Job Description

Part-time National Convenor

Local Theatre Touring Alliance (LTTA)

Purpose of the role

The Local Theatre Touring Alliance (LTTA) is a national, sector-led initiative working to strengthen professional touring theatre to towns and smaller cities across the UK. Following successful project funding from Arts Council England, LTTA is recruiting a **Part-time National Convenor** to lead the delivery of its next phase of work.

The National Convenor will be responsible for coordinating LTTA's activity, convening the sector around shared challenges and opportunities, and turning collective ambition into practical action. This is a newly created role at a pivotal point in LTTA's development, as the organisation transitions from volunteer-led momentum to a focused, funded programme of delivery.

The National Convenor will act as a connector, facilitator and advocate – working closely with venues, producers, funders and partners to support collaboration, pilot new approaches, and build a more resilient touring ecology.

Why this role matters

This role offers a rare opportunity to shape a national initiative at an early and influential stage – working with committed peers across the sector to test new ideas, strengthen collaboration, and help secure the future of professional touring theatre in towns and smaller cities across the UK.

Key responsibilities

1. Sector convening and relationship-building

- Act as the primary point of contact for LTTA's supporter network, building strong, trusted relationships across venues, touring companies, producers and sector bodies.
- Design and/or facilitate meetings, forums, webinars and working groups that bring stakeholders together around shared priorities.
- Ensure LTTA's convenings reflect its values of trust, transparency, collaboration and respect, and include a diverse range of voices and perspectives.

2. Programme and pilot delivery

- Coordinate the delivery of funded LTTA activity, including pilot projects, sector forums, research and collaborative initiatives.
- Support the development and testing of practical tools, models or processes that address barriers to sustainable touring (e.g. planning, pricing, collaboration, skills).

- Work with partners to scope, launch and evaluate pilots, ensuring learning is captured and shared.

3. Strategy, insight and advocacy

- Translate sector insight, research and dialogue into clear priorities and recommendations.
- Contribute to the development of briefings, reports and evidence that support advocacy with funders, policymakers and sector partners.
- Help position LTTA as a credible, values-led national voice for mid-scale touring to towns and smaller cities.

4. Communications and visibility

- Oversee clear, consistent communication with LTTA supporters and stakeholders, including updates on activity, opportunities to engage and emerging learning.
- Support the delivery of sector-facing communications (newsletters, website updates, briefings), working with freelance support where appropriate.
- Ensure transparency about decision-making, priorities and capacity, particularly during the transition from volunteer to funded delivery.

5. Governance, reporting and development

- Work closely with LTTA's Board to support good governance and effective oversight.
- Manage project reporting requirements for Arts Council England, other funders and Contributing Supporters, including monitoring outputs, outcomes and learning.
- Contribute to future funding development by helping shape proposals, budgets and delivery plans informed by live delivery experience.

Person specification

Essential

- Demonstrable senior-level experience and credibility within the UK theatre or performing arts sector, with the ability to communicate confidently with funders, policymakers, venues and producers.
- Proven experience of convening, facilitating or coordinating work across multiple organisations or stakeholders.
- Strong experience in using research, data or sector insight to inform strategy, influence decision-making and support advocacy.
- Excellent interpersonal skills, with the ability to build trust, broker relationships and navigate different perspectives.
- Experience of managing projects or programmes, including planning, delivery, monitoring and reporting.
- Clear, confident written and verbal communication skills.
- Ability to work independently, prioritise effectively and manage a varied workload in a part-time role.
- Commitment to equality, diversity and inclusion, and to collaborative, values-led ways of working.

Desirable

- Experience working with or alongside Arts Council England or other public funders.
- Knowledge of touring models, producing, programming or venue management at the mid-scale.
- Experience contributing to advocacy, policy discussions or sector development work.

Terms

- **Contract:** Fixed-term, subject to funding
- **Hours:** Part-time (e.g. 2–3.5 days per week, by agreement)
- **Location:** Flexible / remote, with occasional UK travel
- **Salary:** Competitive, dependent on experience
- **Reporting to:** LTTA Board / designated Board lead