



OVO



Join our team
Production and
Marketing
Assistant
Spring 2026

Who are we?

OVO is an award winning theatre production and management company based in St Albans.

We create bold, imaginative and surprising new versions of classic plays and stories.

We have staged well over 100 productions since we were founded in 2003. We are particularly well known for our off the wall musical Shakespeares – from As You Like It set in the summer of love, to Twelfth Night on a 1920s cruise liner - as well as fresh literary adaptations including, in recent years, The Great Gatsby, Little Women and A Christmas Carol.

We have also developed a strong reputation for “first revivals” by some of the country’s leading contemporary playwrights, from Lucy Kirkwood to David Eldridge.

Live music, dynamic movement and film are all important elements of our style. We have toured extensively – from London’s off West End to the Edinburgh Festival, iconic outdoor theatres like The Minack in Cornwall and a range of leading mid scale venues around the UK.



**“Well balanced and gripping.
The chemistry is electric.”**

The Stage



“A high energy revival.
The production is phenomenal.”

Reviews Hub

We manage three venues in St Albans:

- **The Roman Theatre**, the oldest operational theatre in the UK (1,700 years and counting), where we present an annual 3 month open air theatre festival every summer that has grown to become one of the largest outdoor arts events in the country.
- **The Maltings Theatre**, a rehearsal and R&D space and base for community performances and events.
- **St Germain’s Barn and St Michael’s Pavilion**, two derelict buildings which we are converting into a new 100 seat playhouse, housing a permanent repertory company which will open in late 2026 / early 2027.

Our work has received numerous awards and critical acclaim. Our production of *As You Like It* won the 2016 Minack Trophy and was named as one of *The Guardian’s* best shows of 2019. In 2021 our Artistic Director Adam Nichols was named in *The Stage* 100, the definitive guide to the most influential figures working in the UK theatre and performing arts industry today.

Why are we expanding our team?

Since 2020, OVO has grown exponentially, and we are now four times the size we were before the pandemic in terms of productions, audience numbers, actors and creatives employed, and revenue.

So this has been an exciting period! But we have hardly had a moment to pause for breath and attend to our organisational development and infrastructure, and our core team hasn't grown much since we were a much smaller company. As you can imagine, this has put enormous strain on our people and infrastructure, so we are now embarking on a much needed expansion of our team.

We also recognise that we need to broaden our existing expertise and experience to take us to the next level. Whilst we're proud that we still have many long standing team members involved in our work, we're hungry for fresh ideas and new approaches.



“Like being given a lovely warm hug after a little cry. A captivating production.”

St Albans Times

What is coming up this year?

This is going to be our busiest year yet!

We are currently in the preliminary phase for the 2026 Roman Theatre Festival, with 4 OVO productions, 3 visiting companies and a range of one off music and comedy events in the programme. We are making some changes to the way the event is managed, so a lot of work is going into these new operational arrangements and partnerships.

We are experimenting with touring one of our flagship shows in the Autumn. This is a new departure for us, and is requiring new capacity and expertise to be built.

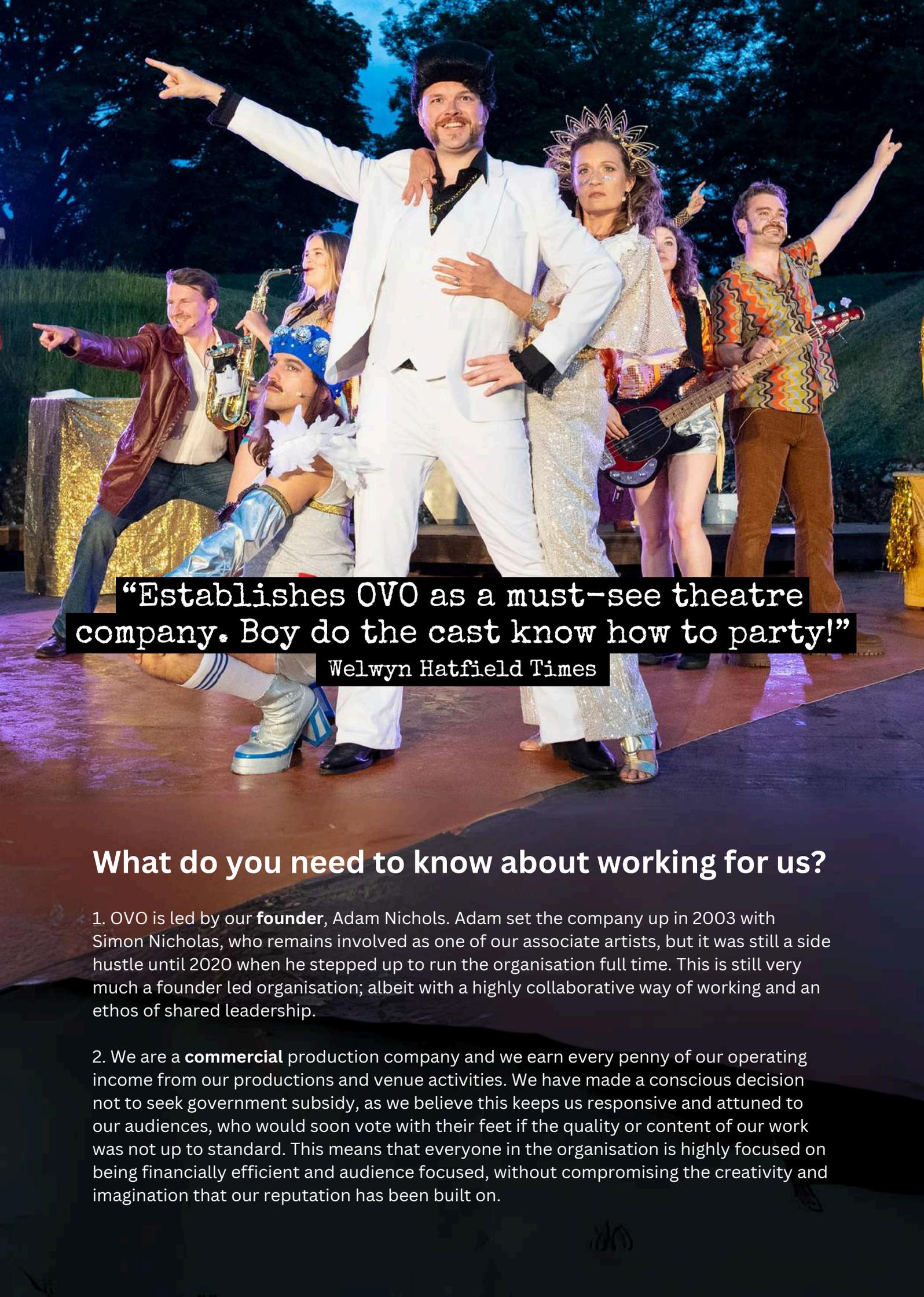
We are developing our new indoor venue, converting the derelict St Germain's Barn and St Michael's Pavilion. This is the first major capital project we have undertaken and, whilst extremely exciting, is also a complex logistical and commercial undertaking.

Finally, we are improving our operational systems and processes, including the implementation of a new finance system.



“Thoroughly joyful and uplifting, bringing the audience to their feet at the end.”

The Guardian



“Establishes OVO as a must-see theatre company. Boy do the cast know how to party!”

Welwyn Hatfield Times

What do you need to know about working for us?

1. OVO is led by our **founder**, Adam Nichols. Adam set the company up in 2003 with Simon Nicholas, who remains involved as one of our associate artists, but it was still a side hustle until 2020 when he stepped up to run the organisation full time. This is still very much a founder led organisation; albeit with a highly collaborative way of working and an ethos of shared leadership.
2. We are a **commercial** production company and we earn every penny of our operating income from our productions and venue activities. We have made a conscious decision not to seek government subsidy, as we believe this keeps us responsive and attuned to our audiences, who would soon vote with their feet if the quality or content of our work was not up to standard. This means that everyone in the organisation is highly focused on being financially efficient and audience focused, without compromising the creativity and imagination that our reputation has been built on.



“A gorgeous mix of storytelling and physical theatre. A memorable, magical experience filled with heart and love.”

LondonTheatrel

3. We are highly **collaborative**. Everyone says that, don't they? But we really mean it. Our productions are created jointly by every member of the team. Our directors are facilitators, not auteurs. We bring outsiders into our rehearsal room and expect everyone to be comfortable with giving and receiving feedback. We eschew rigid hierarchies, but we value and celebrate leadership, wherever it comes from.

4. Although we've grown a lot recently, we remain a fairly **small** organisation. This means we don't necessarily have a dedicated person, let alone a department, for every role. So, from time to time, we all get involved in lots of things that aren't necessarily “in our job description”. If the generator needs restarting at the Roman Theatre, or the bar has run out of ice creams at the Maltings, or a prospective partner production company has invited us to watch one of their shows, we'll all lend a hand. It's a collegiate, highly supportive environment.

Production and Marketing Assistant

Purpose of the role

The Production and Marketing Assistant will support all aspects of OVO's work, with a particular focus on production management and marketing.

This is an entry level role which will provide an amazing grounding in all areas of theatre, from the creation and marketing of shows to the longer term strategic development of a rapidly growing theatre production and venue management company.

We are looking for someone who wants to build a career in theatre. We are focused on identifying potential rather than expecting loads of prior experience or academic or professional qualifications, recognising that getting a start in our industry is very challenging.

Most important to us is that we appoint someone who can demonstrate strong alignment and affinity with our culture and values.

This is a newly created role.

Reporting to

Creative Producer, with additional accountability to the Marketing Manager and Artistic Director / CEO

Main Duties and Responsibilities

Production Management

You will assist in all aspects of production, from casting to booking accommodation, sourcing props to liaising with venues. You will be the first point of contact for production queries and manage the diaries of senior colleagues, providing support to the Artistic Director and Creative Producer as required. Theatre production is a fast-paced and challenging environment, and you will be required to respond to issues and make decisions under pressure. No two days are the same - you may be assisting with auditions or rehearsals one day and helping to ensure the smooth get in of a production in a touring venue the next.

Marketing

You will be on-the-ground ready to create and distribute content designed to inspire, enthuse, and grow our audiences. Embedded within the production team, you will be able to routinely capture compelling video, photographic and written content from rehearsals and performances. You'll also assist with the delivery of all marketing-focussed events, the production of graphic design and artwork, the distribution of physical marketing assets to partners in the local area, and monitoring enquiries via email and social channels. We're looking for someone with an aesthetic eye, who would love deploying their creativity in a professional theatre environment.

Person Specification

Values and beliefs

- A strong affinity for the work of OVO and a passion to play a key role in shaping and achieving our future success.
- Demonstrable commitment to the values that underpin our approach to making theatre – bold, imaginative and surprising.
- A desire to broaden diversity and access across all areas of OVO's work.
- A genuine love of live theatre.

Attitude

- Self motivated and able to work independently with light touch management and supervision.
- Proactive - managing, organising and prioritising your own schedule and workload.
- A calm, logical head who can cope under pressure in demanding situations.
- Able to flex between the peaks and troughs of a seasonal business.
- Willing to work outdoors for our open air shows, sometimes in challenging weather conditions (hot, cold, wet!).

Skills

- Ability to collaborate effectively with internal and external colleagues.
- Very well organised, and good at organising others.
- Ability to communicate effectively with people at all levels, in partner organisations and in-house, in person and through remote communications - from cast, crew and creatives to marketing teams, funders, agents and co-producers.

Knowledge

- A good understanding of theatre or arts organisations, trends and processes.

Experience *(all desirable, rather than essential)*

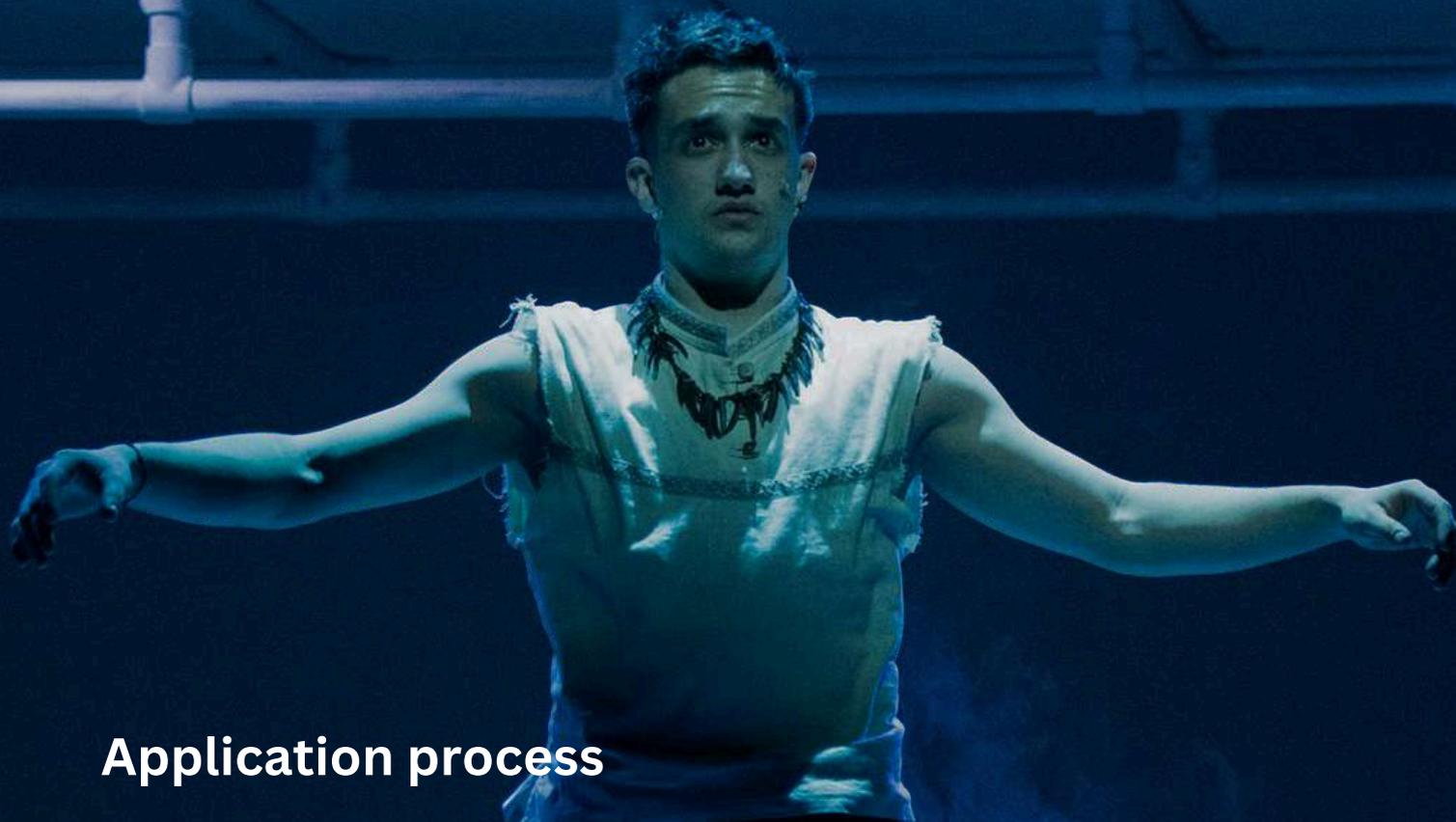
- Working in the theatre, arts or events sectors.
- Marketing, including video content creation and editing, graphic design, e-mail marketing, and social media monitoring.
- Working with spreadsheets and managing budgets.

Diversity

We embrace diversity in all its forms and we are aiming to reflect the St Albans community across our team. We know we still have some way to go to achieve this. 16% of our local population do not identify as white, so we're particularly keen to receive applications from people who identify as being from Asian, black or mixed backgrounds.

“OVO is an extraordinary company. A high energy and very sophisticated performance.”

Seen and Heard International



Application process

Please send us your CV - no more than two sides of A4, and be reasonable with font size, line spacing and margins! We'd also like you to send us a short video introducing yourself, explaining why you fit the role, and telling us about something you have done recently that you are proud of (which doesn't necessarily have to be career or arts-related).

And remember, be bold, be imaginative and surprise us!

1. Send us your CV to jobs@ovo.org.uk by Monday 16th March 2026 at 9.00am.
2. Videos should be sent to the same email address via WeTransfer.
3. We will send an automated email to say we've received your application.
4. We will let you know if you are invited to interview by 5pm on Monday 16th March 2026.
5. Interviews will take place on Wednesday 18th March 2026, in person at The Maltings Theatre in St Albans. Please keep this date free.
6. We will send shortlisted candidates information about the format of the interview, including anything they need to prepare for.
7. We aim to make a job offer to our first choice candidate by Friday 20th March 2026, and let unsuccessful interviewed candidates know of our decision by Friday 27th March 2026.
8. It is not currently our policy to give feedback to applicants who are not invited to interview, but we will let you know if you have been unsuccessful.

Terms and conditions

Start date: April 2026.

Period of work: 232 days per annum.

Pay: National Living Wage, paid at the rate applicable to the age of the postholder.

Hours: On average, 43 hours per week (this is the same number of hours as our performer contract).

Working pattern: Due to the nature of this role and the theatre industry, you will be expected to work flexibly at the times required to fulfil requirements, which will include regular evening and weekend work.

Notice period: 1 week during the first 3 months, then 3 months thereafter.

Location of work: Your main place of work will be OVO's 3 theatres in St Albans, but you will be required from time to time to travel to and work at other locations as the role requires. This role will require you to be physically present in our St Albans locations for the majority of the time so you will need to be located within easy access of the city.

Benefits: Free tickets for OVO productions, staff discount at our catering and retail outlets, flexible working.

Type of contract: OVO currently engages all team members on a self employed basis.

“An inventive and laugh-out-loud remodelling of Shakespeare’s rush job.”

Daily Express

