



## Job Title:

### Morecambe Winter Gardens People's Palace - Project Support Officer (Admin)

## The People's Palace

In 2023 the Morecambe Winter Gardens Preservation Trust were awarded funding from the Cultural Development Fund Round 3 delivered by Arts Council England on behalf of the Department for Culture Media and Sport. The £2.74 Million supported by UKSPF funding and money from the Trust will deliver a project totalling £3.2 Million pounds of investment into the theatre. The capital funding will support the next phases of the project to revitalise the theatre, including adding a new toilet block, improving circulation and evacuation routes, as well as continued restoration work. Revenue funding supports this and three other posts to create a small team to enable the Preservation Trust to deliver partnership working with creative producers in the region, supporting new programmes of events within the theatre as capacity increases, create work experiences placements for young people within the Young Creatives Programme and support the Morecambe Winter Gardens volunteers.

## Background

Morecambe Winter Gardens (MWG) opened in 1897 as the Victoria Pavilion Concert Hall and Variety Theatre, as an extension to the existing Winter Gardens Complex which opened in 1878. Over the years it was the home of the internationally renowned Morecambe Music Festival, and played host to Sir Edward Elgar, the Halle Orchestra and many others from variety, music and theatre. From The Who to Dame Julie Andrews, Chung Ling Soo to Lawrence Olivier, the venue's history is a roll call of stars of popular music and variety theatre. Unfortunately, by the mid-1970s, its fortunes were in decline. By 1977, the decision was taken to close the whole complex, culminating in 1982 with the demolition of the original Winter Gardens leaving only the Theatre remaining and in a perilous position.

However, a group of dedicated people formed the Friends of the Winter Gardens and have worked together since then with one aim to reopen the building that was once at the heart of Morecambe both architecturally and as a centre for culture and entertainment. With the formation of the Preservation Trust in 2006, ownership of the Winter Gardens was transferred to the charitable body which has spent years cleaning, restoring, and fundraising to continue this aim. Now under new governance, the Preservation Trust with the help of our restoration volunteers and the Friends of the Winter Gardens are a step closer to those dreams of many decades ago to finally restoring this remarkable Grade II\* building. For more information see [www.morecambewintergardens.co.uk](http://www.morecambewintergardens.co.uk)

## About the Job

The Morecambe Winter Gardens **Project support officer (Admin)** will be instrumental in overseeing various administrative relating to supporting the administration of the Arts Council funded People's Palace Project. Role involves team meetings, managing office logistics, providing basic IT support, and assisting in project planning and evaluation. Working with the additional three posts to collect





data relating to the project visitor numbers, feedback and partnership use.

### Location:

Morecambe Winter Gardens,  
209-213 Marine Road Central,  
Morecambe,  
Lancashire,  
LA4 4BU

### Working hours/environment:

This is a 2 year contract (with funding in place until April 2026). You will be required to work approximately 14 hours per week over 5 days (equivalent to 0.4FTE) which will include some evening and weekend work to cover events and activities. Working days/times can be negotiated and agreed upon on a weekly/monthly basis depending on project requirements.

*Please be advised that parts of the building are currently undergoing renovation work and access is on a requirement basis only.*

### Reporting To:

The Chair of the Board of Trustees for Morecambe Wintergardens Preservation Trust

### Responsibilities and Duties:

- Good communication and interpersonal abilities.
- Assist in maintaining efficient administrative tasks across the company.
- Experience of Excel
- Support specific administrative tasks and offer assistance to project staff.
- Aid in organising and storing both quantitative and qualitative data relating to the monitoring of the project
- Assist in project reporting and provide input for overall company updates.
- Support with basic financial tasks like budget tracking, payments, and record-keeping.
- Assist in HR-related tasks such as record-keeping for holidays and sickness, and help in recruitment processes.
- Ability to maintain confidentiality at all times.
- Maintaining and delivering admin functions in a timely manner in regards to all planned servicing and maintenance of the building.
- Build and operate a database of all such associated operations in a proactive and manner supportive of the trustees of the trust.
- Aid in updating company policies and procedures as needed.
- Offer basic IT assistance to colleagues and communicate with the IT team when necessary.
- Help coordinate project meetings and distribute related materials as needed.
- Assist in planning and supporting the additional posts which are part of the project.





**Qualifications:**

- Minimum of three years experience in office administration
- GCSE English grade C or above (Desirable)

**Skills:**

- Strong organisational, communication, and interpersonal skills.
- Proficiency in administrative software, MS Office Suite,
- Ability to multitask, work under pressure, and adapt to changing priorities.

**Experience:**

- Previous successful experience in administration, project management support, or related roles.

**Salary and Benefits:**

- The annual salary available is £26,400 for the 28 month period, **equivalent to £10,500 per annum pro-rata for 0.4FTE.**

The Morecambe Winter gardens preservation trust operates a number of anti discriminatory policies and procedure to ensure fair treatment of all staff at all times. These are available upon request ahead of application and will form part of an induction procedure if successful.

**How to Apply**

Send a covering letter outlining your reasons for applying for this job to [Chair@morecambewintergardens.co.uk](mailto:Chair@morecambewintergardens.co.uk) and 2 to 4 page CV outlining your experience including 2 referees by 12pm Monday 29<sup>th</sup> April. If you require further information about the post please contact 07900135132 and we will get back to you as soon as possible. Shortlisted candidates will be notified by 1<sup>st</sup> May with interviews between 8 to 10 May.

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**Essential Criteria**

<p><b>Qualifications:</b></p>	<p><b>Assessment Method – Application Form (A), Interview (I) Presentation (P)</b></p>
<p>Refer to Notes above.</p>	



Skills and Knowledge	
<ul style="list-style-type: none"> <li>• Strong organisational skills to manage administrative tasks effectively.</li> <li>• Excellent communication abilities, both written and verbal, for internal and external interactions.</li>   <li>• Proficiency in Microsoft Office suite for day-to-day tasks and documentation.</li> <li>• Experience in finance administration, including invoicing, petty cash management, and reconciliation.</li> <li>• Ability to multitask, prioritise tasks, and remain calm under pressure in a busy office environment.</li> <li>• Attention to detail to ensure accuracy in financial records, correspondence, and event coordination.</li> <li>• Knowledge and understanding of the theatre sector, including contemporary theatre and new writing.</li> <li>• Familiarity with IT support, server upkeep, and coordinating with external IT services.</li> <li>• Project management experience within a theatre setting, ensuring effective planning and execution.</li> <li>• Understanding of equal opportunity, cultural diversity, and adherence to organisational policies on Equalities, Environmental, and Health &amp; Safety.</li> <li>• Positive attitude with self-motivation, initiative, and a commitment to acting in the best interest of the theatre organisation</li> </ul>	

<b>Experience:</b>	
<ul style="list-style-type: none"> <li>• One or more years experience with volunteer and/or event co-ordination or community organising.</li> <li>• Prior experience in an arts/theatre-focused office environment.</li> <li>• Hands-on experience with administrative tasks and financial processes.</li> <li>• Track record of coordinating events, meetings, and organisational tasks.</li> <li>• Familiarity with IT support, server maintenance, and organisational compliance within the theatre sector. (these could be split into essential and desirable)</li> </ul>	

<b>Other, e.g. flexible working required, evenings, weekends, home-based etc</b>	<b>Assessment Method – Application Form (A), Interview (I) Presentation (P)</b>
<p>Must be flexible and able to work a mixture of daytime, evening and weekend shifts as required.</p> <p>Some working from home may be available, this will be by agreement with your supervisor.</p> <p>Successful applicants for the post must be aware that this offer is subject to a 3 month probationary period which must be passed satisfactorily for the applicant to become fully contracted.</p>	