



## **Principal Employees:**

### **Current Full-time Staff**

#### **Operations Manager**

Thomas Curtis (March 2019, joined The Mowlem full time in June 2007)

This position is responsible for the operational and technical aspects of The Mowlem and oversees the health and safety aspects of all Mowlem buildings and facilities alongside providing effective leadership for all staff and the booking of events.

#### **Administrator**

Vacancy (2022, previously Ollie Barrow July 2021-June 2022)

This post has responsibility for office and financial administration, the efficient management of the box office and, in conjunction with the Operations Manager, the smooth-running of the Front of House team and all aspects of customer service.

#### **Accountancy**

Christina Moncur (joined March 2020) through her company Christina Moncur Ltd to prepare monthly book-keeping and management accounts, theatre returns, monthly payroll figures, quarterly VAT returns, annual completion of financial statements and charity returns. In addition, Christina acts as company secretary to the Board of Trustees.

#### **Technician**

Dan Welsh (July 2021)

The technician has responsibility, under the supervision of the Operations Manager, for the technical aspects of all live performances, streamings and the screening of films.

#### **Assistant Technician**

Spike Barnes (September 2022)

The assistant technician is supervised under the direction of the Technician or Operations Manager.

### **Bar Supervisor**

James Gallear (June 2022)

This new position has responsibility for the efficient running of the café bar, leading a team of welcoming bar staff. The bar supervisor undertakes the stocking and ordering of both bar and kiosks and oversees the facility when the bar is open to the general public.

### **Current Part-time Staff**

#### **Front of House**

Tia Bonfield (April 2016), Hilary Diaper (September 2008), Vera Newsham (December 2010), Tim Poultney (July 2022), Louise Wall (February 2011).

This team staffs the box office, playing a vital role in customer service, as the welcoming face of The Mowlem. They have responsibility for ushering audience members into the auditorium and guiding members of the public in their journey through the building.

#### **Bar Staff**

Thomas Johnson (September 2021), Liz Lever (August 2021)

The bar staff are key members of the team that support the Bar Supervisor in greeting and serving the public and audiences for all theatre and film events.