

Aug 2025

Leith Theatre

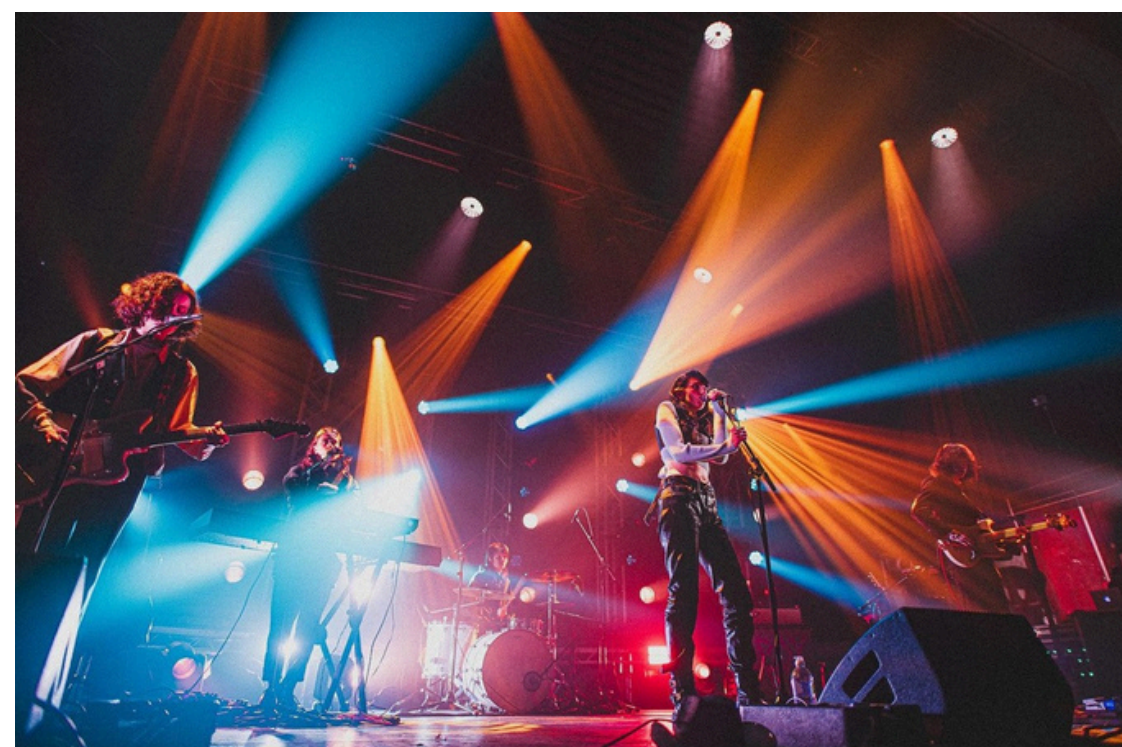
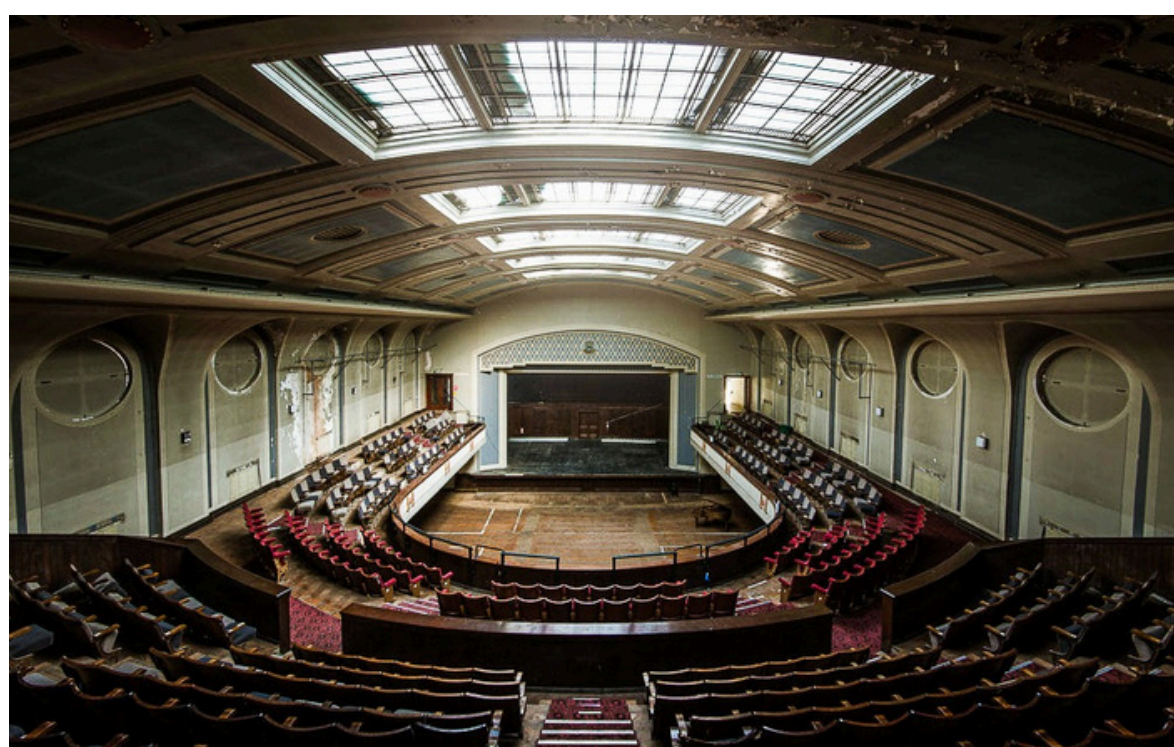
Brief for Leith Theatre Project Manager



An Exciting Capital Project

Leith Theatre Trust: Project Manager

As one of Edinburgh's most exciting capital projects, Leith Theatre Trust is now looking for somebody extraordinary who wants to join us to become a significant part of Leith Theatre's story and historic journey, bringing this incredible building back to life and delivering its next chapter for the people of Leith, Edinburgh and beyond.



Reporting to:
Chief Executive

Fee:
circa £35-£45k

Contract:
Freelance, 12-18 months in the first instance, likely 2-3 days per week with potential for increasing as project progresses. Some hybrid working with on-site requirement to work directly with the team and consultants.

Location:
Leith, Edinburgh

Closing date for applications is 12 noon, 25 August 2025

Who are we?

1. Project Background

First opened in 1932, Leith Theatre is a beautiful but beleaguered town hall building with classical architectural design, important ties to its community and a unique history in Leith and Edinburgh, highlighting the political ties between the two. Since saving the building from private redevelopment in the mid-2000s, Leith Theatre Trust has been working to secure its future as a valuable contributor to Edinburgh's cultural landscape.

Initially conceived as a gift to the people of Leith in 1920, our plan is to refurbish the category B listed building and create an innovative mid-size music and performance space, inspiring wide engagement and, ahead of its 100-year anniversary in 2032, finally fulfilling its original premise as an inclusive civic centre of arts, culture and community.

Starting as a community activist campaign twenty years ago, through to now being an investment-ready project with a successful Round 1 National Lottery Heritage Fund bid, we are entering an exciting period of development towards executing the plan for capital refurbishment

2. Project Current Status and Requirements

We are looking for a highly motivated and experienced Project Manager to support the next phase of capital project development and to play a key role in saving an important heritage building, creating an exciting cultural destination at the heart of Leith.

This role will lead in executing a £10m capital works plan, creating buy-in to an exciting vision, overseeing the project to budget and on time, stakeholder relationships, and steering the creation of a new music and performance space.

You will work closely with the Executive team as well as with the wider team, Board of Directors, external stakeholders, project consultants, architects and contractors, overseeing finance, design and planning to RIBA 3, and funding dependent, into construction and realisation through to post project review.

Ensuring community buy-in and engagement is at the heart of the Leith Theatre development; and ongoing long term sustainability of the venue is a core aim, requiring flexibility of spaces and maximization of commercial opportunities to ensure long term success of this project.

This is an extraordinary opportunity to play a central role in developing a new world-class music and performance space that resonates with its community and delivers a mid-size music venue as part of the City of Edinburgh's cultural offer.

Closing date for applications is 12 noon, 25 August 2025

3. Scope of Work

Reporting to the Chief Executive and working with the team, this role will act as client lead for a multi-disciplinary design team, funders and stakeholders to manage the project life cycle including consultation, research, procurement and establishing project teams and steering groups; all to agreed time, cost, governance, reporting and quality standards, and taking the project from RIBA 0-3 with the possibility of extension to RIBA 4-6, funding dependent.

You will:

- Lead the project for Leith Theatre Trust and act as client representative with design teams, consultants, funders and stakeholders, advocating for and securing support for project success
- Collaborate with consultants and teams to deliver a range of aims and strategies in line with project objectives
- Manage the project lifecycle through consultation, design and integration
- Develop and maintain positive working relationships throughout the project lifecycle
- Perform the project management role, ensuring briefs are agreed, contracts are in place and works managed to time, budget and health and safety standards
- Ensure robust financial and risk management and commercial awareness
- Monitor and report on progress in line with organisation and NLHF requirements

Funding and project continuation dependent:

- Scope, develop, plan and coordinate the successful delivery of the programme of works
- Manage the appointed contracts, ensuring quality of build to cost and time, ensuring H&S compliance and risk mitigation
- Liaise with the Contract Administrator, the rest of the Design Team and the Contractor, on behalf of Leith Theatre Trust
- Manage the project lifecycle through construction, completion, handover and post project review

4. Knowledge & Experience Required

To be successful as our Project Manager, you will have:

- A proven track record in delivering a capital project, preferably in a cultural or heritage setting
- Experience of building positive relationships, collaborating with organisations and creating an inclusive culture
- Experience of appointing and managing consultants and contractors
- Experience of procurement and budget management; and reporting on progress against budget and programme
- Confident in stakeholder engagement and management
- Knowledge and experience of delivering to RIBA stages
- Experience of leading multi-disciplinary design teams
- Exceptional communication skills with the ability to tailor presentation to different audiences
- Understanding of the cultural sector

5. Timetable

This role will start as soon as possible in early autumn 2025, initially for 12-18 months with an on-site requirement. Pending further success with funding, this project will continue through to delivery of the capital works from 2027 onwards.

6. Copyright and Confidentiality

All materials produced during this project will be the property of Leith Theatre and must remain confidential. Consultants must ensure that all data and information gathered are used solely for the purpose of this project.

7. Next Steps and Submission Requirements

To start from autumn 2025 and to see us through to the completion of our capital project, depending on funding success.

To submit a proposal for consideration, please submit the following:

- CV and Cover letter outlining your experience and skills, explaining why you are the right candidate
- Relevant case studies of successful projects (max 3)
- Fee proposal
- Proposed framework of delivery
- References

If you are interested in this opportunity to play an integral role in delivering the future of Leith Theatre, please send a submission to recruitment@leiththeatre.co.uk with the subject line 'Application for Project Manager' by 12 noon, 25 August 2025.



Contact Information

For any questions regarding this brief, please contact:
Lynn Morrison – Chief Executive Officer –
lynn.morrison@leiththeatre.co.uk
Anna Higham – Funding Manager –
anna.higham@leiththeatre.co.uk

This position is funded by:
National Lottery Heritage Fund
City of Edinburgh Council
Robert Barr Charitable Trust
Leith Theatre Trust