



Capital Projects Associate

Purpose: To manage the Development Phase of a National Lottery Heritage Funded project to conserve and upgrade Hackney Empire, a Grade II* Listed theatre building.

Supervisor: Director of Operations and Commercial

Terms & conditions of the role:

Fee: £45,000 (excluding VAT if applicable) paid in monthly installments on invoice.

Contract: Freelance contract between Jan – Oct 2026

This appointment is for the initial Development Phase but is subject to a potential extension into the Delivery Phase from Apr 2027-Mar 2029. Any such extension will be subject to funding and to a break clause between the end of the Development Phase and the potential Delivery Phase. Hackney Empire reserves the right to re-advertise for services for the Delivery Phase.

Purpose of the Role

Hackney Empire is about to embark on the Development Phase of a project, The Heart of Hackney, made possible by The National Lottery Heritage Fund, thanks to National Lottery players.

The purpose of this role is to Project Manage the capital and building related areas of the Development Phase and support the preparation of a Delivery Phase application to the National Lottery Heritage Fund.

This project aims to address critical conservation and environmental upgrade needs which have been identified through initial condition surveys. The Capital Project Associate will work with the appointed architect, client team and design consultants to ensure the development of detailed proposals and briefs for the funding application and potential subsequent Delivery Phase. The proposed cost of capital works for the Delivery Phase is £800,000 (exclusive of fees), the key areas of which are:

- Specialist restoration of significant heritage features.
- Replacement of elements reaching the end of their natural life.
- Environmental upgrades to ensure the heritage building can continue to operate more sustainably.

The successful candidate will deliver the scoping and scheduling of the conservation, environmental and technical upgrades to the theatre. They will be responsible, with the Director of Operations and Commercial and appointed architects, for planning the capital works programme to ensure it is fully coordinated with other business needs from an early conception stage. This post will be responsible for developing the project through key stages, from scoping to delivery requirements, including sign-off at key stages prior to and in preparation for the commissioning processes.

We are seeking to appoint an experienced Project Manager with proven experience of managing listed building projects in an operational theatre environment.

Objectives

- To successfully project manage the capital and building related elements of the Development Phase.
- To effectively manage relationships with the appointed architects and specialist contractors.
- To research and identify specialist suppliers as appropriate.
- To undertake risk assessments and ensure the works comply with all Health and Safety regulations.
- To phase and schedule the works for the Development and potential Delivery Phases.
- To manage internal and external stakeholders including updating all parties through regular progress meetings, including with the National Heritage Lottery Fund.
- To provide advice on the Exhibition planning process as appropriate.
- To maintain accurate financial records.
- To deliver the required documents for the capital-related aspects of the Delivery Phase application to the National Heritage Lottery Fund.

Deliverables

- With the Director of Operations and Commercial and the CEO, review, update and schedule the programme of works.
- Support the recruitment processes to appoint an Architecture practice and additional contractors as required.
- Source appropriate, expert and specialist suppliers, according to Hackney Empire's/National Lottery Heritage Fund's procurement procedures and policies, prioritising heritage expertise, environmental credentials and local contractors.
- Liaison with the Quantity Surveyors and Architects to review and update Cost determination.
- Liaison with the appropriate Planning and Listed Building authorities.
- Schedule secondary condition surveys where identified by Architects and approved by the Director of Operations and Commercial and the CEO.
- Phased options with contingencies built in for unexpected additional work.
- Budget monitoring of the project including managing an effective control system with weekly reporting and recording early warnings, whilst accurately reporting expenditure and forecasting against overall budget.
- Ensuring all documentation relating to the project is detailed and to a high standard to ensure cost certainty and capture the whole scope of the work.
- Preparing Risk Assessments and managing any arising project risks with clear

mitigation strategies to reduce overall impact, informing the wider stakeholders on possible impacts and mitigation methods.

- Updated Environmental Assessment to build on the previous outline assessments and provide detailed actions around air tightness and Building Management Systems.
- Environmental Planning – data collection of energy usage, water usage, analysis of solar panel conversion, target setting.
- Digital Screen load testing, vendor selection and procurement for hardware and software.
- Effective communication with all internal and external stakeholders from briefing stage, design and procurement within Hackney Empire's Policies.

Alignment and Values

- Commitment to equity, diversity and inclusion
- Passion for the performing arts and commitment to developing opportunities and pathways for young people, the future arts workforce
- Enthusiasm for and understanding of Hackney Empire's heritage, mission, vision and values.

Timetable

Deadline: 5 Jan 2026

Interviews: w/b 12 Jan 2026

Contract start: We expect the contract to commence in Jan/Feb 2026.

Candidates should apply for this role by providing a:

- **Cover letter which:**
 - Is no more than 1 side of A4
 - Details the skills and experience you hold that will enable you to deliver this role
 - Gives examples of similar projects you have worked on previously
 - Explains why you are interested in this role
- **CV**
- **Completed Equal Opportunities monitoring form, which you can download from below, with your application. This form is for statistical purposes only and will not be used in the assessment of your application.**

Applications should be sent to Kathy Everett, Head of Development

development@hackneyempire.co.uk

We treat all job applicants equally, regardless of class, age, disability, gender identity or gender expression, race, ethnicity, religion or belief, sexual orientation or any other equality characteristic. We are an equal opportunities and disability confident employer and particularly welcome applications from individuals who are underrepresented in the arts and culture sector.