

Panel invitation – Canada Water Theatre management contract

Dear colleague,

As part of our efforts to ensure a balance of sector expertise and community involvement in our procurement processes, we are looking to appoint a panel member for the upcoming selection of an operator to manage **Canada Water Theatre** between 2026-31.

You would join one council officer and two Southwark residents on the panel, along with a freelance practitioner who lives and works in the borough.

We actively encourage interest from individuals from all backgrounds, particularly underrepresented groups, to ensure we reflect the diversity of Southwark’s population and their breadth of perspective in how we make our decisions.

To meet the basic criteria and be considered for selection you must:

- Have at least three years’ experience in a management role in an arts and culture venue
- Have some experience of managing partnerships with resident companies
- Have at least two years’ experience of project and business planning
- Be available for the evaluation and decision-making process (detailed below)
- Complete a confidentiality agreement and conflict-of-interest declaration

We have one position available, and we will select one suitable applicant at random from those who meet the criteria.

We expect a maximum of nine tender proposals. Please note that if you work for an applying organisation, your application will be reviewed by another sector representative in your place to ensure fairness and impartiality.

The selected candidate would need to be available at the following times:

Date	Time	Task
Wednesday 11 June	13:00-16:30	Panel briefing, walkthrough of the tender pack and evaluation methodology
Monday 23 to Thursday 26 June		Review and evaluate proposals
Friday 27, Monday 30 June, and Tuesday 1 July	TBC	Clarification meetings with applicants
Wednesday 2 July	10:00-13:00	Panel meeting

Friday 11 July	Available by email	Final sign-off of recommendations
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In recognition of your commitment and input into the process, we are offering an honorarium of £575. This is based on what we calculate as approximately 20 hours' work.

Please express your interest through the [engagement hub](#) by 12:00 (noon), Monday 9th June, summarising (in up to 250 words) how you meet the criteria and why you would like to be part of the process. Please also specify whether you would like to be added to our pool of decision-makers for the future.

We will notify the person selected by close of business Tuesday 10th June 2025.

Equalities Monitoring Information

You will be asked to share information on your protected characteristics.

Your responses will only be used internally by the Culture Team to balance the selection of panel members for the tender process for the management contract of the Canada Water Theatre.

The form should take 5-10 minutes to complete. Please note we cannot consider you for the opportunity if you do not complete the EMF.