PITLOCHRY FESTIVAL THEATRE

People & Recruitment Administrator

Big ideas. Bold theatre. Brilliant people. That's where you come in.

We make theatre in the hills with ambitions that reach far beyond them. With Alan Cumming as Artistic Director, we're giving daring ideas room to breathe and making work that surprises people. It's an exciting time to join us, and our people are at the heart of it.

We're looking for a People & Recruitment Administrator who loves getting the details right, keeps things moving and brings warmth and care to a busy working day.

The part you'll play

You'll be the central coordination point for our People & Culture administration, helping every stage of working at PFT run smoothly, from someone's first application to their last day.

Working closely with our Senior People Adviser, you'll coordinate recruitment and onboarding, prepare employment documents, maintain our HR system and records, and keep payroll information and important deadlines on track. Colleagues and candidates will know they can count on you for a helpful response and reliable follow-through.

What you'll bring to the mix

You're organised, switched on and proud of doing a job well. You spot the missing detail, anticipate the next deadline and juggle competing priorities without losing sight of the people behind the paperwork.

You'll bring strong administrative experience, including HR and/or recruitment administration, confident Microsoft 365 skills (particularly Excel) and experience maintaining an HR system or similar database.

A working knowledge of UK employment law is essential, along with discretion, sound judgement and an approachable manner. CIPD Level 3, or working towards it, would be welcome but isn't essential.

Make your mark behind the scenes

There's room here to take ownership, suggest better ways of working and help shape a People & Culture service we can be proud of. Your work will support the people whose creativity, skill and dedication bring our theatre to life.

The nuts and bolts

Salary: Up to £29,500, depending on experience.

Hours: Permanent, full time, 35 hours per week over five days, on an annualised hours basis.

Location: Primarily onsite at Pitlochry Festival Theatre, with some hybrid working by agreement and according to operational needs.

Fancy joining us?

Send your CV and a supporting statement telling us why this role interests you and what skills and qualities you would bring to our team.

Apply to: HR@pitlochryfestivaltheatre.com

Closing date: 5pm on Thursday 5 November 2026. We may close the advert early if we receive a high number of applications, so we encourage you to apply as soon as you can.

We welcome applications from people of all backgrounds. Please let us know if you need any adjustments to take part in the recruitment process.