

**Theatre Programmer**

**Applicant Information Pack**

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**06/01/2022**

# Introduction / How to Apply

Thank you for your interest in the role of **Theatre Programmer** at Arts at the Mill CIC T/A The Old Courts. You will find information about the role and the person specification in the following pages. Before you apply, please read the information included here.

Please use the online application form to apply. A link to the online application form can be found on the [Jobs](https://www.theoldcourts.com/get-involved/jobs/) page of our website. You will need to upload your CV and a covering letter as part of the application process.

All applications must be submitted by **Midday on 8th April.** Successful shortlisted applicants will be invited to attend an interview on **18th, 19th and 20th April 2022**. We can provide a BSL interpreter if required.

As an organisation we are committed to delivering the best and most diverse programme possible. To help to achieve this we are actively seeking diversity of experience, and whoever you are, we would love to hear from you! We would love to receive applications from people who identify as working class, LGBTQIA+, deaf or disabled, care-experienced, young carers, young people of South, East and South East Asian heritage, African or Caribbean heritage, Gypsy, Roma or Irish Traveller heritage or Latinx heritage.

If you would like further information, support with access, or an informal chat about the post please contact us by email at **davenportj@theoldcourts.com**

We look forward to receiving your application.

People Team

Arts at the Mill CIC

# About The Old Courts

We are a multi-arts centre based in Wigan with various performance spaces spread across an entire street.

We deliver a diverse packed programme with the express aim of placing arts and culture front and centre in Wigan and the surrounding areas. Our spaces are open 7 days a week throughout the year and welcome in tens of thousands of people to enjoy music, theatre, dance, comedy, spoken word, visual art and much more.

# Our Mission

# The Old Courts is all about changing perceptions. Our mission is to create, engage and inspire by supporting ideas and hard work, providing cultural opportunities and investing in Wigan and its people.

# Wigan is a place where world-class culture thrives.

# Our Artistic Vision

We understand the incredible importance of the Arts – not simply for entertainment, but as the fundamental threads in the fabric of everyday life.

The Arts should not be exclusive to the well-travelled nor a social tool for privileged circles. The Arts are what bond communities and bridge differences with the only true global language, expression.

At The Old Courts, our work is designed to introduce the arts into the lives of the people of Wigan and beyond and to enhance the experience of those who are engaged.

We are driven to CREATE a vibrant, supportive, risk-taking and strategic environment for artists to ENGAGE new and existing audiences and disconnected communities who we will help to INSPIRE change with unrivalled ambition.

**Our Networks**

We are partners on various networks both locally and nationally across multiple art forms. In recent years a particular focus has been placed on national theatre networks such as ‘Moving Roots’ and ‘The Collaborative Touring Network’ for which we have brought outstanding touring shows and co-created new work on site.

We are building on the momentum from these and other ongoing theatre projects to develop a year-round theatre offer.

**Our Theatre Aims**

We aim to provide multiple access points to theatre for the people of Wigan and beyond.

Building an outstanding theatre programme will enable us to build audience, nurture an increasing number of artist relationships, further raise the visibility of our organisation, champion the importance of theatre and the joy it brings and promote Wigan as a cultural hotspot that is on the up.

# Working at the Old Courts

The Old Courts main office space is based inside the Former County Court offices on Crawford Street, Wigan Town Centre. We have a vibrant mix of individual offices and open plan co-working space with a selection of accessible meeting spaces.

The Old Courts is a busy organisation and has around 60 members of staff. Usual office hours are 10am-6pm and we offer flexible working where possible. **We welcome discussing flexibility at interview and it is possible for this role to be based at our sister site in Halifax.**

# The Role

**Responsible to: Artistic Director**

**Responsible for: No current line management responsibilities**

**Main Roles and Responsibilities include the below and carrying out any additional responsibilities as required by your line manager or by the leadership team of Arts at the Mill CIC.**

The Theatre Programmer will deliver an outstanding programme across multiple spaces on and off site.

The Theatre Programmer will build new and maintain existing relationships with artists, theatre companies, directors and other venues to deliver an outstanding theatre offer for our audiences. Internally, this role requires a dynamic individual to gel with both the Programming Team and other departments.

This role will involve regular meetings, communicating via phone/video, email and in person and using a computer for several hours across the day. Some evening and weekend working may be required as part of this role. Attending performances, events and being part of the creative life of the organisation is part of everyone’s role at the Old Courts.

The Theatre Programmer will oversee the programming process of shows from initial conversations to contracting and advancing.

The Theatre Programmer will work to a seasonal budget set out by the Artistic Director along with pre-agreed artistic and diversity KPIs.

As we operate in-house bespoke programming software, our team are given autonomy to strike their own balance between commercial shows and lesser-known work by tracking individual P&L in real time.

The Theatre Programmer will attend season review meetings with the Artistic Director.

The Theatre Programmer will bring diverse, visceral and relevant shows to The Old Courts to cater for our existing audience and to increase our appeal across all ages, interests and sensibilities.

The Theatre Programmer will attract excellent renowned shows whilst also supporting brand new/grassroots work which will often require collaboration with our development department.

We are seeking an individual who is keen to be part of a team in a fast moving organisation. Heading in to 2022 we are in an exciting stage of our Theatre journey and need a team member who is ready to play a significant role expanding our offer.

We are seeking an experienced Theatre Programmer who knows the sector, fully understands the lifecycle of programming and can bring along with them a positive perspective and enthusiasm to add to our team.

**Outlined below are several standard duties that this job role entails:**

1. **Managing Relationships**

* You will manage relationsips with artists, theatre companies, directors, venues & media via email and in person meetings
* Managing inbound enquiries from theatre companies.
* Representing our organisation in networks, forums and various opportunities regarding theatre.

1. **Administration**

* Tracking the performance of our current season on our in house system
* Producing periodic and upon-request financial reporting from our in house system
* Ensuring that all required show information is loaded on to our system in the required timeframe
* Completing efficient, thorough handover of show information to Sales & Marketing, Ops & Tech
* Reviewing performance of matured events
* Liaising with marketing to share exciting and important information about every show.

1. **Visioning**

* Meeting with our Artistic Director to discuss strategic programming which aligns with our Artistic Vision
* Meeting with other departments to share excitement and programming successes and the ways in which these benefit the wider organisation
* Meeting with our Development Department to discuss artists and to stay updated on current development projects, processes, opportunities and capacity.

**Person Specification**

|  |  |  |
| --- | --- | --- |
| Skills & Abilities | Desirable | Essential |
| Minimum 3 years experience working as a Theatre Programmer managing contracts, budgets and administration |  | X |
| Able to maintain effective working relationships with a wide variety of people and organisations |  | X |
| Excellent written and verbal communication skills |  | X |
| Attention to detail |  | X |
| Understanding and commitment to equal opportunities and an ability to relate to people across the community |  | X |
| Good IT skills with and ability to learn new project management software |  | X |
| Self-motivated and able to work unsupervised with excellent administration, organisational, and time management skills |  | X |
| Understanding of theatre production and tech |  | X |
| Understanding of the UK funding landscape | X |  |
| Experience of working with others to achieve agreed outcomes (multi-agency approach) | X |  |
| Ability to work dynamically and on multiple projects simultaneously |  | X |
| Ability to work flexibly according to the requirements of the post | X |  |
| Prepared to travel when required | X |  |
| Values |  |  |
| Driven to achieve outstanding results which propel the organisation forward |  | X |
| Ambition to improve exisiting norms in the sector |  | X |
| Commitment to our mission and artistic values |  | X |

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# Terms & Conditions

This post is subject to Disclosure and Barring Service Enhanced checks.

**Salary: £26,000** gross per annum

**Hours: 37.5** hours per week, excluding a daily one-hour lunch break.

This role is 5 days a week Monday-Friday; usual office hours are 10am-6pm. We offer flexible working where possible.

Occasional evening and weekend work may be required. All staff at The Old Courts are expected to attend performances and be a part of the artistic life of the organisation.

**Overtime:** No overtime payments.

**Annual Leave:** 25 Days + Statutory Holidays

**Probation period:** **6 months**, with a 3 month review

**Notice period:** **1 Month**

**Contract Period: Permanent**

**Workplace Pension**

**Scheme:**  Arts at the Mill CIC pension scheme is provided by True Potential

**Staff Benefits** Complimentary tickets for performances at The Old Courts (subject to availability and staff ticket policy)

Cycle to Work Scheme

Discounted Drinks and Meals in café and Bars (subject to discount policy)

Confidential Support Service provided by Peninsular

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