

JOB DESCRIPTION	
Job Title	Head of Programming
Reporting to	Chief Executive Officer (CEO)
Department	Programming
Place of Work	Lighthouse, Poole, Dorset UK. Travel to see work and meetings will be required.
Responsible for	Programme Administrator, Learning and Participation Manager (p/t), Creative Engagement officer, Commercial Events Manager and Freelance programmers.
Contract Type	Full-time Permanent
Holiday Entitlement	25 days per annum
Salary Range	£45 – 48k
Pension	Employees are enrolled in to Lighthouse pension scheme.
Hours of Work	Full time Monday to Friday worked flexibly as required. Evening and weekend work will be needed and where the schedule allows, may be taken in lieu if agreed in advance.
PRINCIPAL PURPOSE OF THE ROLE	
<p>The Head of Programming is responsible for the artistic programme at Lighthouse, ensuring that our venues offer a distinctive, broad, high quality programme of approximately 300 productions and 1,000 performances of live performance, film and visual art per year, in line with our artistic policy and vision and financial criteria.</p> <p>The programme includes received and co promoted commercial productions, partnerships with nationally funded companies, venue rentals, community events and a small % of own promotions.</p> <p>We aim to present a broad and rich mix of national, local and international performing artists across the genres of theatre, music, dance, contemporary circus, comedy and light entertainment in our large-scale concert hall, mid-scale theatre, small scale studio, independent cinema and visual arts gallery as well as at other venues in the town. 80% of our programme is received and 20% enabled by Lighthouse.</p>	
Planning and Delivery	
<p>Working closely with the CEO, the Head of Programming will:</p> <ul style="list-style-type: none"> • Develop, plan and present a cohesive and appealing arts programme of high-quality events and activities across our venues ensuring financial targets are met as well as developing audiences. • Programme a wide range of work to include contemporary, pop, jazz, folk, world and classical music, contemporary dance, ballet, opera, drama, family shows, children's theatre, contemporary circus, light entertainment, comedy ensuring that the programme is administered and managed in an exemplary manner. • Working within budgetary constraints, be responsible for negotiating key terms, drafting contracts, and assessing productions for their suitability. • Ensure that all standard administrative procedures are undertaken to ensure the department achieves deadlines and disseminates information efficiently to all internal departments. 	

- Collaborate with colleagues and external partners to source new work that fulfils the artistic vision and business plan.
- Develop strategic plans for growing and developing the artistic programme as well as the commercial events programme, offering audiences a wide range of performances and events to engage with, participate in and enjoy.
- Develop the reputation and brand of Lighthouse ensuring that quality is maintained across all events.
- Ensure that the administrative details of the resident orchestra BSO contract and rehearsal, recording and performance schedule is managed well.
- Work closely with the Learning and Participation Manager/Producer to integrate the work of the Learning and Participation programme with the artistic programme of Lighthouse.
- Attend first nights, hosting company events where required, ensuring that our artists receive a wonderful welcome.
- Analyse and monitor and evaluate performance outcomes including sales and trends to inform and influence future decision making.

Leadership

- Contribute to the Senior Management Team as an active member, inputting to business planning, strategic and organisational development.
- Lead the negotiation of financial deals with promoters, including agreement of fees, royalties, commissions, technical and marketing costs, etc.
- Oversee a team of freelance programmers to ensure a cohesive and appropriate programme of events.
- Work closely with and support the work of resident companies and associate artists.
- Represent the organisation at partner and stakeholder and industry meetings, events and performances.
- Undertake presentations to staff, stakeholders and industry partners where required.
- Keep abreast of Industry news and developments, maintaining professional networks and using these to inform programme proposals and raise profile of the venue.
- Work closely with the development team to develop the case for funding and support applications and funding strategies.

Communication

- Manage and maintain excellent relationships with our stakeholders, partners and promoters, hirers, visiting managers, resident artists and internal teams to continue to develop the programme and maximise net revenue for Poole Arts Trust Ltd.
- Develop Lighthouse's profile and relationships in Poole and the surrounding area, ensuring that the company is regarded as a leading cultural organisation, creating opportunities for programming and audience development
- Streamline and develop systems and processes to support effective delivery and ensure timely communications across the building
- Work closely with BSO to ensure that their use of the concert hall is scheduled, and clash checked.

<ul style="list-style-type: none"> • Working with all in house programmers and freelance producers, ensure all aspects of the programme are integrated and communicated across the organisation. • Act as the key contact for artists and companies visiting the venue both in advance and on the day of the performance.
<p>Management</p>
<ul style="list-style-type: none"> • Line manage the Programme Administrator (p/t post), Commercial Event Manager, Learning and Participation Manager, Creative Engagement Officer, Creative Producer (new post to be appointed), freelance programmers and project managers. • Oversee the external cinema programming contractor (Picture House Group).
<p>Finance</p>
<ul style="list-style-type: none"> • Ensure that the programme contributes financially and achieves its budgeted income targets, maximising the income generation from the programme and associated revenue streams. • Work within relevant budgets and ensuring all financial and policy matters are managed in accordance with Lighthouse procedures. • always Produce production budgets in liaison with the CEO and maintain financial records for events and productions. • Maintain programme /show budgets and contribute to the collation of statistics for management and funders.
<p>Health & Safety</p>
<ul style="list-style-type: none"> • Ensure all health and safety procedures are communicated with artists and managements and freelance creative and programming staff. • Adhere to health and safety legislation and Poole Arts Trust's Ltd policies and procedures.
<p>General</p>
<ul style="list-style-type: none"> • Represent Lighthouse at performances, meetings and events, as and when required. • Embrace, promote and ensure the implementation of the Diversity policies of Lighthouse. • Promote and communicate Lighthouse's values and culture to both internal and external customers. • Minimise the Trust's environmental impact wherever possible adhering to and supporting its Sustainability Policy. To include recycling, switching off lights, computers and equipment when not in use. Helping to reduce paper waste by minimising printing/copying, reducing water usage and reporting faults and heating/cooling concerns promptly. • Any other duties as may be reasonably required.

Person Specification

Experience and Knowledge

We are looking for a highly skilled, experienced concert and/ or theatre programmer who will have substantial experience and thorough understanding of subsidised AND commercial arts, excellent knowledge of the industry and a good network of contacts. Expertise of programme management of at least two of music, drama, dance, comedy and light entertainment, gained in a venue of repute, with a track record of achieving financial income targets.

Working with the CEO as well as freelance programmers, the post holder will have a broad range of artistic knowledge preferably in large-scale music and or mid-scale theatre.

You will have excellent artistic taste, highly developed negotiation skills and a sound grasp of finance, together with the ability to work under pressure. You must have excellent communication skills, both written and verbal, and be comfortable working with colleagues at all levels of the organisation. The ability to build and maintain key relationships is essential.

The role will build our reputation as an important regional venue that has a great national profile for presenting major artists and developing up and coming talent. This role is part of the senior management team and will be pivotal to the organisations continued success.

It is anticipated that the Head of Programming will spend considerable time in the venue ensuring that the administrative requirements as well as the artist and public facing priorities are delivered.

The successful candidate will have considerable experience including:

- A minimum of 5 years' experience of successfully planning and delivering a busy high-quality programme of events in a theatre or concert hall or multi auditoria venue
- Professional knowledge of working with national music, theatre, dance companies and promoters
- Programming commercial productions and achieving income targets
- Experience of working with music industry promoters
- Scoping and assessing production proposals
- Expertise in a specific area of work particularly in the fields of music and drama
- Negotiating financially favourable contracts with a range of producers, theatre companies, artists and agents. Proven ability to set and meet budgets and commercial objectives
- Experience in developing working partnerships with external parties and influencing at a senior level
- Strong management skills and staff management experience
- Understanding of the needs of touring companies and artists

Desirable experience of:

- Educated to Degree level or equivalent in a relevant discipline
- Knowledge of Arts Council funding and report writing
- Experience of Artifax or other electronic diary management system
- Knowledge of visual and cinematic arts
- Knowledge of orchestral programming
- Working as part of a senior leadership team

Competences and Skills

- Excellent communication and interpersonal skills with the ability to present information in a manner appropriate to the audience, with excellent written ability for correspondence and report writing
- Strong influencing and negotiating skills. Ability to foster and maintain successful working relationships with external and internal colleagues and contacts
- Good presentation skills – able to Chair and lead meetings
- Ability to work autonomously and a strong team player and supportive colleague
- Ability to work under pressure and remain cheerful, positive and solutions orientated, meet deadlines and make decisions
- Highly computer literate – good knowledge of operating software including excel and databases together with use of web-based information systems
- Excellent organisational skills and managing deadlines
- Adaptable, swift and flexible in approach
- Ability to analyse and use data and management information
- Good commercial awareness and acumen
- Close attention to detail and accuracy whilst handling a varied and demanding workload

Personal Characteristics

- Must enjoy working with people, be customer focused and adaptable to change
- Dynamic, energetic and enthusiastic, a good influencer
- Passionate about the arts with programming expertise in at least two performance genres
- Proactive and results orientated, creative, tenacious and discerning
- Self-aware, tactful, approachable, discreet and diplomatic
- Flexible and reliable, humorous and positive, able to think and work quickly and decisively
- Ability to communicate persuasively, authoritatively and accessibly, verbally and in writing, with staff at all levels and with a range of partners outside the organisation
- Ability to build credibility quickly and effectively through demonstrating sound knowledge, experience and judgement
- Willingness to work evenings and weekends as required by the programme