

BUXTON OPERA HOUSE & PAVILION ARTS CENTRE

HIGH PEAK THEATRE TRUST LIMITED JOB DESCRIPTION

POST: Programming Officer

REPORTING TO: Head of Producing & Creative Programming.

MAIN JOB FUNCTION: To support and assist the Head of Producing & Creative Programming in all activities pertaining to the running of both the producing & Programming department.

MAIN DUTIES:

- To assist the Head of Producing & Creative Programming in securing a high quality, diverse and commercially robust range of guest productions across HPTT.
- Negotiate financial arrangements where appropriate and ensure clear written confirmation and contracts are produced in a timely manner.
- Foster excellent working relationships with producers and promoters offering work within all venues.

MAIN DUTIES:

- Take a proactive role in planning and securing a wide-ranging programme of guest productions in line with HPTT creative and business objectives, audience development and commercial viability.
- To assist in the negotiation of robust deals with producers, including agreeing appropriate pricing and terms, underpinned by financial and audience projections and the creation of costing sheets, alongside the Head of Producing & Creative programming.
- Preparation of all contracts that fully protect HPTT' interests for sign off by the Head of Programming.
- Monitor sales levels and collaborate with colleagues to identify significant variances and adjust budget projections accordingly. Regularly update financial forecasts alongside members of the Senior Management Team.
- Research productions on the touring circuit, share knowledge and facilitate discussion within programming meetings. Effectively communicate the nature, scope and purpose of proposed productions, including financial risk and audience potential.
- Develop strong working relationships with a range of promoters and producers and act as a key point of contact throughout their relationship with HPTT.
- Work closely with colleagues in production, communications, and finance to ensure effective information flow around scheduling, projected targets and settlement.

- Work in conjunction with the production team and the Pavilion Gardens to manage the programming diary.
- Administrate and execute all HPTT' contracts for company productions. Implement and maintain excellent administrative processes for the effective execution and communication of all contracts and agreements.
- Ensure the effective communication of programming information throughout the organisation and act as an advocate for HPTT.
- Responsibility for the liaison of all coffee concerts, film, buzz and jazz concerts within the programming sign off.
- Is the first point of contact for dates and communication with all incoming comedy promoters.

General

- To undertake other such appropriate duties as and when required by the Head of Producing & Creative Programming
- Participate in all training and development initiatives as required.
- Comply with the organisation's policies and legal obligation regarding health and safety.
- Uphold the principles of, and adhere to, company policy and procedures relating to General Data Protection Regulations and to ensure that all data is dealt with in accordance with current legislation.
- Be an ambassador and advocate for Buxton Opera House and promote the company values and behaviours.
- Undertake any additional tasks as may reasonably be required from time-to-time.

The postholder will be required to work across the business including, but not limited to: Buxton Opera House, Pavilion Arts Centre and the Trust's offices at No5 The Square. It is a requirement of Buxton Opera House that all staff work in a flexible manner compatible with their jobs and in line with the objectives of the company. The postholder will be required to work weekends and evenings from time-to-time for which time off can be taken in lieu. Please note the job description for this position may be reviewed and amended to incorporate future business needs

PERSON SPECIFICATION

Experience

- Experience of arts administration or theatrical programming or producing in a student and/or professional context
- Experience of working within a producing theatre
- Knowledge of producers, artists and work in the subsidised and commercial sectors
- Knowledge and understanding of audience development

Skills and Knowledge

- Excellent attention to detail and highly organised
- Excellent communication skills, both written and verbal
- Up to date knowledge and interest in the theatre industry, including knowledge of current trends in and issues affecting the industry
- Understanding of audience demographics

- Awareness of Health & Safety practice and procedures

Education, Training and Qualifications

- Theatre or arts administration qualification (desirable)

SUMMARY OF TERMS

Contract	Full time, permanent (37.5 hours per week)
Salary	Up to £23,000 per annum (depending on experience)
Probation period	Six months, with one week's notice on both sides.
Notice period	One month on both sides, following successful completion of probationary period.
Pension	Company auto-enrolment scheme
Holidays	25 days plus statutory Bank Holidays