

BUXTON OPERA HOUSE & PAVILION ARTS CENTRE

Artistic Programming Officer

Buxton Opera House, Buxton

up to £25,000 per annum (depending on experience)

Full time, permanent (37.5 hours per week)

Buxton Opera House is a beautiful Edwardian theatre and one of the country's finest examples of Frank Matcham theatre design. Under the leadership of Paul Kerryson, CEO, Buxton Opera House has become one of Britain's leading receiving theatres. Our programme comprises around 450 performances each year including dance, comedy, children's shows, drama, live music, pantomime and opera, whilst the recently opened Buxton Cinema in the adjacent Pavilion Arts Centre presents over 600 screenings each year. The Opera House is also home to the renowned Buxton International Festival, now celebrating its 40th year, as well as a lively Fringe Theatre and Community and Education Programme.

Having recently been given ACE National Portfolio status, we are entering into an exciting time here at Buxton Opera House and are seeking an exceptional Artistic Programming Officer to join our team. The postholder will report into the Head of Producing and Artistic Programming supporting them in all activities involved in the smooth running of the Producing and Programming department. This will include supporting the Head of Producing & Programming in securing high quality, diverse and commercially robust range of guest productions, negotiate financial arrangements where appropriate and ensuring there is clear written confirmation and contracts are produced in a timely manner. Being able to foster excellent working relationships with producers and promoters as well as internal stakeholders is key.

Previous theatre or arts experience is not essential, but previous experience of working in an administrative role in a fast-paced changing environment where attention to detail and organisational skills are paramount is essential. You will be an excellent communicator both verbally and in writing with the ability to talk to a number of different stakeholders and be confident issuing contracts and documents on behalf of the Opera House.

We want to employ passionate, hard-working and dedicated individuals who are committed to the future of Buxton Opera House; if this is you, do consider applying to work with us even if you don't meet all the criteria in job specification – we want to hear from you.

Ideally you will start as soon as possible, but we accept that notice may need to be worked. You can find out more about the role and working at Buxton Opera House by visiting our website www.buxtonoperahouse.org.uk . If you are curious about whether this role might be for you and would like to know more, please contact Sarah Kell at skell@boh.org.uk to arrange an informal chat.

If you feel you have the skills suitable for this role and wish to apply, please submit a covering letter setting out why you are suitable and why you want to work at Buxton Opera House (no more than two pages) along with your CV to recruitment@boh.org.uk .

Closing date for applications (although we may close the advert early if we receive a large volume of applications): Friday 26 January 2024 at 10am.

We are strongly committed to diversity. We strive to recruit, retain and advance people of all backgrounds and particularly encourage applications from individuals who are underrepresented in the cultural sector.