

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Programme Coordinator	<b>REFERENCE:</b>	PC0422
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### **OVERALL PURPOSE OF THE ROLE:**

Working on a portfolio of events within the artistic programme and external hires, the Programme Coordinator will assist the Programme Manager, CEO/Artistic Director and wider team with day-to-day support for the planning, production and delivery of live events, festivals and exhibitions.

### **MAIN TASKS**

- Respond to event and production enquiries and administrate information from colleagues and external companies, hirers and promoters relating to pre-production, contracting and event delivery.
- Use the online event management system (Yesplan) to book activities and events as directed by the Programme Manager and CEO/Artistic Director.
- Book accommodation for performing artists where necessary and ensure the requested hospitality is provided for artists, purchasing catering riders, booking restaurant etc.
- Work with the Technical & Production, Venue & Events and Hospitality teams on event planning and delivery, ensuring the timely flow of information and relevant bookings for equipment, staffing and catering.
- Produce post-show settlements for events and process invoices for artists, and process PRS (Performing Rights Society) and FEU (Foreign Entertainers Unit) returns.
- Ensure the Marketing and Sales team have the relevant promotional content and contacts for events as supplied by promoters and companies.
- Carry out artist research to source interesting and relevant copy, articles, images and video content for social media, website and print, to help build audiences for events.
- Administrate and coordinate visual arts and digital exhibitions, working closely with the CEO/Artistic Director.
- Assist with events delivery as required, acting as performing artist liaison and support.
- Gather material such as artist and audience feedback for evaluation and funders reports.
- Coordinate Programme and Production meetings, taking minutes and scheduling actions.
- Attend relevant training, artist research and industry networking events as required.

Everything we do should have the overall aim of ensuring the Brewery Arts, Vision, Mission and Values are achieved.

This list is not exhaustive. The organisation is changing all the time and your duties may be amended. There may also be occasions where you are required to undertake additional tasks as necessary to meet the needs of the business.

# PERSON SPECIFICATION

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We welcome and encourage applications from anyone who can demonstrate how they meet the criteria for the role. We especially welcome and encourage applications from people with backgrounds currently underrepresented in our organisation, particularly those who are Black, Brown or minoritised, who are LGBTQ+, or who are disabled. If you would like the selection panel to know you are from a background currently underrepresented at Brewery Arts, please tell us in your Personal Statement in the Job Application Form.

<b>QUALIFICATIONS &amp; WORK EXPERIENCE</b>	
• GCSE in Maths and English grade C/4 and above	• Desirable
• Experience in a similar role or environment	• Essential
• Experience of working in a customer focused environment	• Essential
• Experience of working in an arts or events environment	• Desirable
• Working with performing artists and companies	• Desirable
<b>SKILLS</b>	
• Working knowledge of diary management or event planning systems	• Desirable
• Marketing/Audience development skills and/or experience	• Desirable
• Knowledge of contemporary music and performing arts	• Desirable
• Excellent communication skills (verbal and written)	• Essential
• Excellent telephone manner	• Essential
• Excellent organisational skills	• Essential
• Competent in the use of Microsoft Office Word, Excel and Outlook	• Essential
• Strong numeracy skills and high levels of accuracy	• Essential
<b>PERSONAL QUALITIES</b>	
• Strong enthusiasm for Brewery Arts Programme	• Essential
• Friendly and approachable manner with a commitment to providing the highest standards of customer service, both internally and externally	• Essential
• Commitment to personal and professional development with a willingness to learn new skills.	• Essential
• Ability to work under pressure, multi-task, work to strict deadlines and complete tasks sometimes with conflicting demands	• Essential
• Ability to work well on own initiative and co-operatively as part of a team	• Essential
• Ability to be flexible and respond to changing situations	• Essential
• Ability to negotiate and be assertive when necessary	• Desirable
• Excellent time keeping, conscientious and punctual	• Essential
• A keen eye for detail	• Essential
• Smart personal appearance	• Essential

<b>OTHER REQUIREMENTS</b>	
<ul style="list-style-type: none"> <li>• Flexibility and availability to work varied shifts including evenings, weekends, bank holidays and festival weekends.</li> </ul>	<ul style="list-style-type: none"> <li>• Essential</li> </ul>
<ul style="list-style-type: none"> <li>• First aid certificate or willingness to obtain one.</li> </ul>	<ul style="list-style-type: none"> <li>• Essential</li> </ul>
<ul style="list-style-type: none"> <li>• Full driving licence and access to own transport.</li> </ul>	<ul style="list-style-type: none"> <li>• Desirable</li> </ul>
<ul style="list-style-type: none"> <li>• A Basic Disclosure &amp; Barring Service (DBS) check is required for this position (administered by Brewery Arts)</li> </ul>	<ul style="list-style-type: none"> <li>• Essential</li> </ul>

## TERMS & CONDITIONS

<b>JOB TITLE:</b>	Programme Coordinator
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<b>Contract:</b>	Permanent
<b>Pay:</b>	£22,068.80 pro-rata, per annum (£17,655.04 per annum)
<b>Hours:</b>	<p>32 hours per week (excluding lunch breaks)</p> <p>Evenings and weekends essential</p> <p>No overtime is payable. TOIL may be accrued if more than 32 hrs worked in a week, subject to prior agreement with line manager.</p>
<b>Holiday Entitlement:</b>	<p>Permanent - 6 weeks' holiday per annum, rising to 7 weeks after 3 years' continuous service</p> <p>Entitlement is inclusive of fixed days (currently Christmas Day, New Year's Day and another date in January to be announced each year). Other bank holidays are considered normal working days; therefore, they are not in addition to annual leave entitlement</p>
<b>Pension:</b>	<p>The Company operates a pension plan in compliance with the employer pension duties under the Pensions Act 2008.</p> <p>Depending on your age and earnings, you may automatically be entered into the Group Personal Pension Plan and contributions are matched by the company in line with the regulations.</p>
<b>Discretionary Benefits:</b>	<ul style="list-style-type: none"> <li>• Complimentary tickets for events and cinema for staff + one can be requested (conditions apply and if the event sells out complimentary tickets are not available).</li> <li>• Discount on food in our catering outlets for staff + one.</li> <li>• A parking permit is given to staff to be used while at work.</li> </ul>
<b>Age Limitation:</b>	N/A
<b>Reports to:</b>	Programme Manager
<b>Responsible for:</b>	N/A
<b>Notice Period:</b>	4 weeks
<b>Union:</b>	<p>An agreement governing pay and terms and conditions of employment exists between the Kendal Brewery Arts Centre Trust Ltd and the Broadcasting, Entertainment, Communications and Theatre Union, and provides for the settlement of disputes between workers and management. One of its provisions is the agreement by management to recommend non-union members to join.</p>