

Job Description

Post Title:	Programming Manager
Hours of work:	23hrs per week (including evenings and weekends)
Grade:	7
Base:	Redhouse

Principle Job Purpose

To develop the quality and breadth of the performance programme at Redhouse including, music, dance, theatre, visual spectacle and other performing arts activities which contribute to Merthyr Tydfil Leisure Trusts vision of Enhancing Lives through Leisure and Culture.

Responsible to Leisure Trust Chief Executive

Key responsibilities

- Contribute to the artistic development of the Redhouse and implement a successful and diverse theatrical programme that meets the organisation's aims and objectives.
- Contribute to the business development of the Redhouse and devise new income streams with particular emphasis on "daytime use" and seasonal programmes.
- Plan and implement a multi-genre arts programme of work for Redhouse; comprising of local, regional and national professional and community based companies and artists.
- Broker new and develop existing relations with agents, promoters, producers, venues, companies and artists across the commercial and non-commercial sector to develop Redhouse cultural offer, whilst being mindful of its aspirations and demographic.
- Negotiate and prepare contracts for signature by CEO for incoming productions and events.
- Produce timely information for the Operations Manager in order that they can liaise and plan effectively for incoming events.
- To be the main point of contact for incoming professional and amateur artists and companies.
- Curate and manage a programme of exhibitions and events to take place in the Redhouse public spaces i.e. gallery.
- Work with the Operations Manager and Marketing Manager to ensure exhibits and events in public spaces are of high-quality, comply with health and safety legislation and are optimally curated and presented.

- Communicate regularly and produce timely information for the marketing manager in order that they can effectively manage marketing, PR campaigns and internal communications.
- To be responsible for Redhouse website and social media accounts.
- Assist the Trust Marketing Manager to identify target markets and develop campaigns to grow and widen the Redhouse audience base and increase its income.
- Assist the Trust Marketing Manager to devise timelines and coordinate media and marketing campaigns to maximise sales, achieve optimal coverage and raise the profile of the Redhouse.
- To ensure quality delivery of the performance academy.
- Assist the Trust HR Manager in identifying and mentoring volunteers to help deliver the programmes.
- To assist the Trust Performance and Planning Manager with the production of required reports.

General

- The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with the post and in addition as a term of your employment you may be required to undertake various other duties as may reasonably be required.
- Your duties will be as set out in the above job description but please note that the Trust reserves the right to update your job description from time to time to reflect changes in or to the post.

Person Specification

Qualification / Experience	Assessment method		
	Essential / Desirable	Application Form	Interview
Degree or equivalent in an arts or cultural related subject.	E	✓	✓
Two or more years' professional programming experience and extensive knowledge of the arts and cultural sector.	E	✓	✓
Proven ability to develop and implement a dynamic theatre programmes to suit the needs of the local demographic developing audiences and increasing revenue	E	✓	✓
Experience of negotiating and contracting artists and companies.	D	✓	✓

Knowledge and Skills	Assessment method		
	Essential / Desirable	Application Form	Interview
Good communication skills both written and oral	E	✓	✓
Ability to build a rapport with customers	E	✓	
Proven ability to build strong relationships with promoters, producers, professional companies, community groups and schools.	E	✓	
Able to communicate through the medium of Welsh	D	✓	
Ability to collect and collate data	D	✓	
Exceptional organisational and time management skills, to keep abreast of multiple work-streams and consistently meet targets and deadlines.	E	✓	✓
Experience of using social media and websites	E	✓	✓

Additional requirements	Assessment method		
	Essential / Desirable	Application Form	Interview
Experience of developing complementary contextual activities to enrich audience experiences and engage new audiences.	E	✓	
Experience of developing volunteers	D	✓	