



LETCHWORTH GARDEN CITY HERITAGE FOUNDATION

JOB DESCRIPTION

1	JOB TITLE	Creative Programmer
2	STATUS	Permanent – Part-time average 21 hours per week
3	HOURS OF WORK	Flexible hours to suit the needs of the business Your will be expected to work evenings, weekends and bank holidays as required to fulfil the job role.
4	EMPLOYEE'S NAME	
5	DEPARTMENTS	Broadway Cinema and Theatre
6	REPORTS TO	Broadway & Venues Manager
7	COMPETENCES	This post is not classed as a Manager or Supervisor

8	JOB FUNCTION: The Creative Programmer provides professional expertise and support to the Broadway & Venues Manager to prepare, implement and periodically review the Artistic Strategy. You will provide the artistic direction venue for the Broadway Theatre, developing and managing the Foundation's theatre and performing arts programme at the Broadway Theatre. You will build on the strength of our current audiences and our current programme of theatre and performances targeting children and families, comedy, drama, music and events audiences from the local and regional area. You will develop and manage local, regional and national relationships and partnerships that support the development and delivery of this mixed programme that balances local interest, cultural value and commerciality. The Creative Programmer will work closely with the Marketing Manager and Broadway Support Executive to ensure theatre events are produced and managed professionally, within budget and engaging to local and regional audiences. You will liaise with our film booking team 'Picture House' on the scheduling for Cinema and Live Event streaming programme to ensure a joined-up approach to programming our popular multi-purpose venue.
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9	RESPONSIBILITIES <ul style="list-style-type: none">• Prepare, implement and periodically review the Theatre's Artistic Strategy providing professional expertise to support the Broadway & Venues Manager• Develop and manage the delivery of a performing arts programme for the Broadway Theatre space that provides an exciting and high quality diverse theatre offer to meet our local and regional audience targets.• Develop and manage strong local, regional and national partnerships to support this mixed programme of performing arts that balances local interest, cultural value and commerciality.• Manage artistic budgets for the Theatre. Develop and manage budgets for occasional external events.• Work effectively with agents, promoters, performing arts companies, touring companies, technicians and arts marketing companies.• Take responsibility for negotiating and finalising all performer contracts, supporting the Broadway Support Executive to ensure a seamless service• Design and deliver a high quality programme of work within the venues which incorporate opportunities and activities that engage with the wider local community.• Work closely with the Broadway & Venues Manager, Broadway Duty Managers, Marketing Manager, Technical Manager and team to ensure arts events are produced and marketed effectively and on budget.• Develop and maintain a close relationship with the Venues Team to ensure that the operational management of the venues provides a first class audience experience.• Work closely with the Head of Communications & Engagement and the wider team to develop an Audience Development Strategy and appropriate marketing activities to support the theatre.• Ensure a joined-up programming approach for the Broadway liaising with our film booking team 'Picture House' on the scheduling for Cinema and Live Event streaming.
10	QUALIFICATIONS /EXPERIENCE <ul style="list-style-type: none">• Minimum 5 years' experience in similar role and experience of programming a regional theatre.• Extensive knowledge of the performing arts sector and experience of working in a receiving theatre• Educated to degree level or equivalent• Membership of a recognised professional body within the arts.
11	LEVELS OF AUTHORITY: Financial: £15,000
12	OTHER INFORMATION: Working in line with corporate policies and procedures to ensure that all matters relating to health and safety are adhered to, promoted and reviewed as necessary.



Maintaining the culture and values of the business, providing ethical working practices that support corporate policies and procedures relating to bribery and corruption.

The Heritage Foundations is committed to providing a working environment in which everyone feels respected and valued and able to contribute to its success in an environment free from discrimination, harassment and bullying.

The above job description is not necessarily a finite one and does not prevent the employee receiving work outside the job description from time to time.

Signed by Line Manager

Signed by Employee.....

Date of Review