

JOB DESCRIPTION

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| Job Title: | Programming Manager |
| Responsible to: | Head of Programming |
| Place of Work: | Based in office in Deptford, London but will be expected to attend seminars, events, performances, and conferences as necessary, both in the UK and internationally. |
| Hours of Work: | 40 hours a week, including some evenings and weekends (full-time role) |
| Additional Hours: | To be agreed in advance including attending meetings, rehearsals, conferences, seminars, overseas travel and show watches. |
| Salary: | £30,000 – £34,000 per annum |
| Annual Leave: | 28 days (inclusive of bank holidays) |
| Pension: | Company Pension Scheme available |
| Probation: | 6 months |
| Start Date: | January 2019 |

Key Responsibilities

The Programming Manager's role is pivotal to the organisation, as a gateway to the development of new relationships with venues. It plays an integral role in determining where we choose to present our and our partners' work.

The role will also be responsible for programming the season of productions in all Selladoor UK venues, the first of which open in January 2019. The role is fundamental to the success of the business and the face of the company – and a strong, welcoming and positive approach is essential in ensuring Selladoor's continuing and ever-strengthening relationship with venues.

Selladoor is pushing for more domestic and international growth, and looking to make the work we produce more accessible to new and developing audiences. The role requires a huge amount of determination, in pursuing new leads and potential partners, and ensuring Selladoor is represented at all major industry events and conferences to ensure we are up to date, and at the forefront of an ever-changing theatre landscape.

The Programming Manager will lead on the programming of given productions, ensuring targets are met and all departments are fully communicated with regarding the ever-changing bookings landscape.

The Programming Manager will lead on merchandising for all appropriate productions, ensuring that business opportunities in this area are well-thought and executed, in order to maximise income potential.

The Programming Manager will be passionate, direct and ambitious and will cope with challenging situations calmly and clearly.

Key Responsibilities

Programming

- To book the company's work into buildings, spaces and venues and assist the Head of Programming in designing the presentational form and touring for all the company's work.
- To negotiate and manage the deals and agreements with promoters and venues for presenting the company's work, booking dates, confirming details, negotiating deals and bringing the dates to on-sale.
- To draw up deal memos for all planned live performances and chase their return from venues.
- To communicate and liaise with all departments, most notably the General Management, Operations and Marketing departments – to ensure expectations for the programmed dates are being met on tour scheduling, technical rehearsals, dress rehearsals and opening night to fit within contractual obligations and staffing schedules.
- To strengthen the company's brand and place in the Arts sector in the UK and abroad through placing product strategically.
- Effectively researching appropriate dates, travel times, school holidays and notable events and generating an annual 'yearly overview' for the programming department to avoid extra cost and difficult programming dates.
- Working with the Senior Producer to cost up any difficult journeys, venues, logistics, overtime or other potential issues, before the programme is confirmed both domestically and internationally.
- Working with the Head of Programming and CEO to connect with new international promoters, producers and venues and further the reach of Selladoor's work, and affiliate companies.
- Researching and compiling a strategy and pitch with the Head of Programming to secure external tour booking contracts, to ensure Selladoor is leading the way in good relationship and client management.

- Liaising weekly with external producers, and updating on progress of tour booking and issues arising from venues – as well as reporting to the Head of Programming on how successfully the booking is going.
- Chasing contracts from touring venues, checking over venue contracts and flagging up anything that deviates from Selladoor standard terms and deal memo.
- Produce production e-shots and send to prospective UK theatres to advertise forthcoming work.
- Follow up with phone calls/emails to venue managers to produce as strong a tour as possible.
- Attend marketing meetings for each touring production, keeping a keen eye on sales and advising on marketing approach, where appropriate.
- Compile, monitor and disseminate sales for each venue on the tour.

Venue Programming

- To programme the season of productions in all Selladoor UK venues.
- To work with a portfolio of external producers and promoters to compile as strong and bespoke a season as possible for Selladoor venues.
- To negotiate the best deals for the venues as possible.
- To visit the venues and establish good working relationship with core staff.
- To liaise with the venue based teams on future programming.
- To see prospective new productions and assess their suitability for Selladoor venues.

Relationships

- Enhancing and promoting the company nationally and internationally by attending conferences and events to ensure the company's visibility and accessibility is maintained.
- Meeting venue managers, promoters, producers and forging relationships for long term collaboration and partnerships.
- To attend company events, previews, press nights and performances as required.
- To be an enthusiastic advocate of Selladoor and its umbrella companies' work.
- Attend seminars, conferences and UK sector meetings to represent Selladoor as a major production company and to feed back to the wider production and artistic team the latest developments in our sector.

Merchandise

- Taking full control of the generating content, planning and strategically managing the merchandise elements of Selladoor productions.
- Working with external merchandise companies to broker a deal, and manage the sales and income from merchandise on all productions.

- Working with marketing and external merchandise companies to promote the sale of merchandise on the Selladoor 'shop' along with in theatres.
- Compiling a report on the sales and trend from merchandise sales monthly to the Head of Programming and CFO.
- Exploring new ways of expanding auxiliary revenue from merchandise by innovative selling and new platforms, deals and opportunities.

The above is not a definitive list and the Programming Manager should expect to perform any other duties requested in order to facilitate the expansion of the Business.

Person Specification

- A positive, can do attitude.
- Honest, motivated and enthusiastic.
- Strong communication skills to deal with a variety of stakeholders, including internal and external producers and venue teams.
- Able to command respect with a variety of staff.
- Excellent knowledge of regional venues.
- Good working knowledge of Word and Excel.
- Ability to work efficiently under pressure.
- Experience of negotiating contractual terms with producers of all genres, plays, musicals, comedy, music, etc.
- Organised and an eye for detail.
- Comfortable working with dates and finances.

Equal Opportunities

Selladoor Worldwide will not discriminate on the basis of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion in the engagement of personnel.