



Programming Manager

22 hrs per wk Mon - Fri

Salary £23,000 - £25,000 pro rata (entry point linked to experience)

Main Purpose of the Post;

To design, deliver and promote an innovative and high-quality cross-artform creative programme that aligns with the Barn's artistic vision and business plan objectives.

The postholder will be expected to build creative programming partnerships with regional and national practitioners, promoters and venues and devise seasons of work that reflect the Barn's unique operating context and contribution to national cultural objectives.

The post-holder will work within a small multi-disciplinary team where a positive approach to team-working is vital. The Barn's operations are supported by an extended team of volunteers and affiliated groups, and the Programming Manager will play a central role in co-ordinating and directing programming support from within this team.

Initiative, creative thinking, a keen eye for detail, alongside excellent organisational and communicational skills are key requirements of the post.

Main Duties of the Post

Content Development & Administration

- To take a lead role in the programming of music, theatre, dance and film, and support the programming of visual art and classical music in conjunction with Barn programming Affiliates and the Programming Steering Group
- Curate seasons of work that link to core curatorial themes and equalities commitments and/or build attendance and participation by target audiences
- Take lead responsibility for the negotiation and completion of artists' contracts
- Liaise with the Admin and Operations staff to ensure that artists' accommodation and riders are in place where required
- Provide Admin and Finance staff with the necessary information for the timely completion of PRS returns
- Ensure that all event file paperwork is updated and accessible to relevant colleagues.



Programming Partnerships

- To build programming and commissioning partnerships with regional/national agencies and practitioners
- To work closely with the Barn's Learning & Engagement Manager to maximize opportunities for integrated creative, learning and artists' support programmes
- To liaise with other arts organisations housed in Barn premises to explore programming links, scheduling and opportunities for joint working
- Provide outreach performances and events to communities across Aberdeenshire, working with key partners to deliver targeted work
- Attend national cultural events and forums to build programming knowledge and networks

Communications

- To take the lead responsibility for the timely collation all performance images and copy for the quarterly Barn programme
- Liaise with promoters, performers and national agencies to source promotional copy and assets
- Liaise with the Box Office & Admin Officer to ensure that all performance prices and descriptions are accurately entered into Venue Manager and the Barn website
- Support the work of the Marketing Manager by producing regular social media posts and press release content relating to the creative programme
- Complete regular monitoring reports on programming activity as required by the Board of Directors, funding agencies and sponsors

Financial Management

- Prepare a costed programme for forthcoming events for approval by the Barn Director, working within pre-approved budget allocations
- Manage the Programming budget, and, with the support of the Finance & Office Manager, provide quarterly budget reports to the Director
- Submit funding applications that support the delivery of the Barn programme
- Manage and maintain the Programming section of the Barn's Performance Database, encompassing costs, income and audiences figures for all programme events

Team Working

- Liaise with, the Technical Manager to ensure that technical requirements for all performances are identified and addressed appropriately
- Liaise with the Operations Manager to identify scheduled bookings that require support for the Barn's Technical Manager and Projectionists



- Ensure that the Technical and Operations Managers are aware of, and briefed on, any Health & Safety risks associated with programmed events
- Liaise with the Technical and Operations Managers to recruit, train and schedule volunteer Projectionists to deliver the film and screenings programme
- Liaise with the Marketing Manager and Learning & Engagement Officer on the collation and production of the Barn's quarterly programme and other publicity and other promotional materials
- Support the programming input of resident and/or commissioned Artists, Producers and Performers
- Work closely with the Barn Director to shape and deliver the organisation's overarching artistic priorities
- Contribute to the setting of strategic curatorial themes and learning outcomes across the Barn's extended creative programme

General

- To contribute to the weekly Diary meeting
- To attend and actively support fortnightly Production meetings
- To schedule, and support the Director in leading regular meetings of the Programming Steering group
- In liaison with the Director, respond to any complaints received in an effective and appropriate manner
- To undertake occasional Duty Manager shifts in the event of any front of house team absences

Skills and Person Specifications

<u>Essential</u>	<u>Desirable</u>
<ul style="list-style-type: none">• At least 2 years experience of programming cross-artform work and performances• Excellent ICT skills including familiarity with Apple and ability to use Microsoft packages• Excellent multi-tasking and organisational skills• Ability to work under own initiative, work to deadlines, and deliver to agreed targets.• Excellent verbal and written communication skills• Excellent interpersonal skills, with the ability to engage with people of all ages and backgrounds	<ul style="list-style-type: none">• Relevant training or professional qualifications in audience development, marketing, and programme promotion• Experience of box office and events management systems• Project management experience

<ul style="list-style-type: none"> • Experience of working with volunteers in a mentoring, training or supervisory role • Ability to create, update and manage website content and communication platforms (twitter, facebook, vimeo and youtube) <p>Willingness to travel occasionally to establish professional contacts, attend national training and seminars.</p> <ul style="list-style-type: none"> • A positive and solutions focussed approach in the workplace • Ability to work productively under pressure, and maintain attention to detail • Effective team player • Ability to travel independently 	
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Hours

22 hours per week, Mon – Fri. Specific hours can be negotiated, but a spread across the working week is required.

A flexi-time system is in place to accommodate work outwith these core hours

Pay and Contract

28 days Annual Leave entitlement (pro-rata)

£23,000 £25,000 per annum (pro-rata) dependent on experience

A six-month probationary period applies

Benefits

Complimentary tickets to selected shows

10% discount in Buchanans Bistro

Priority booking for selected events at the Barn

To apply please submit an up to date CV and cover letter outlining your professional experience and suitability for the post.

Deadline for applications is **12 Noon Monday 28 August 2017**



Please send all applications to mail@thebarnarts.co.uk or by post to the Barn, Burn o' Bennie, Banchory, AB31 5QA with the envelope marked Programming Manager.