

CRANLEIGH ARTS CENTRE
JOB DESCRIPTION: PROGRAMME COORDINATOR



Position: Programme Coordinator

Reports to: Arts Centre Manager

Responsible for: Arts programme stewards, technical volunteers, exhibition volunteers & freelance staff

Purpose: To implement the creative policy through the management and development of the arts programme

Contract: Fulltime 37.5 hours worked on a shift basis during days, evenings and weekends as per Monthly Staff/Duty Manager Roster

Salary: £19,000.00 pa

Revised April 2017

Overall purpose of the job:

- To assist the Arts Centre Manager in the implementation of the creative policy, artistic vision and mission of the centre through the development of the arts programme;
- To negotiate, coordinate and contract Cranleigh Arts Centre's performing arts events, exhibitions and Gallery hires, workshops and outreach projects; including the agreement of contractual arrangements and the management of relationships with incoming companies and artists, by agreed deadlines ensuring that events are resourced adequately and within budget.
- To programme Cranleigh Arts Centre's performance spaces for artistic hires and workshops.
- In liaison with the Arts Centre Manager to develop and coordinate the activities of the artists in residence at the centre.
- To programme the centre's film events and event cinema and to undertake all administration and returns required for the programme.
- To ensure that arts technical equipment such as PA and lighting for events and activities is provided and set-up correctly by the deadlines required.
- To act as Duty Manager on a rota basis to include Saturdays and evenings.

Duties:

Planning and strategy

- In consultation with the Arts Centre Manager and colleagues to devise and develop ideas for programme events, exhibitions and activities for Cranleigh Arts Centre that fulfils the arts centre's mission.

- To manage and coordinate the centre's events booking system (Databox) ensuring that it is up-to-date and reflects current booking status and information.
- To produce and circulate programme project schedules for the centre's seasons programme.
- Jointly with the Marketing & Box Office Coordinator and in consultation with the Arts Centre Manager to set, monitor and evaluate target ticket and merchandising income targets for events; workshops and merchandising.
- In conjunction with the Arts Centre Manager to produce and manage any agreed programme budget to carry out all agreed artistic plans.
- To plan and account for limited risk programming within the overall risk direction of the Board.
- To identify new programming strands and initiatives and to identify ways of reaching new target audiences in liaison with the Arts Centre Manager.
- With the Arts Centre Manager to plan allocation of dates for arts programme and non arts events on an annual basis and to manage the use or release of those dates as required;

Operational:

- To manage the training of Programming volunteers i.e. event stewards as required
- To ensure that all technical requirements are received for events and that free-lance technicians are booked and contracted as per schedule and where required
- To ensure arts programme information including timings; ticket prices for inclusion in the seasonal brochure are supplied to the Marketing & Box Office Coordinator by the agreed deadlines
- To draft box office projections prior to each event and calculate and issue settlements post each event
- To oversee the work of the artistic programming team volunteers.
- To advise and work closely with the Marketing & Box Office Coordinator to discuss marketing and PR opportunities within the programme.
- To liaise with the Venue Facilities Coordinator to ensure the smooth operation of the centres room hire ensuring that artistic hires are managed and booked onto the system at the centre

Administrative activity:

- To ensure all programme and gallery events are input onto the system in order to allocate a user job number for each event and ensure sales invoices are raised for events and hires at the centre;
- To be the lead contact for PRS & PPL for collation of figures and submission of all quarterly returns
- To assist the Arts Centre Manager with fund-raising and sponsorship applications where appropriate to the programme or specific artistic projects
- To maintain manage and update the Cranleigh Arts Centre's artist's database

Operational duties:

- To liaise with Venue Facilities Coordinator to ensure timely appointment of external contractors for the maintenance and repair of any technical equipment.
- To provide support to the Arts Centre Manager and Venue Facilities Manager to ensure that the centre is operating legally and safely.

- To ensure all arts technical equipment such as PA and lighting for events and activities is provided and set-up correctly by the deadlines required and that all facilities are appropriately clean and clear for public use.

Rostered Duty Manager:

- To work duty shifts as identified by the Duty Manager Roster and agreed with Arts Centre Manager
- To manage the reception/box office, dealing with general enquiries, to be conversant with the diary of events and activities and selling tickets using the computerised box office system.
- To observe all fire, evacuation, safety; licensing and first aid procedures for the proper care of the general public and staff in the building.
- To supervise audiences and visitors ensuring safety standards are maintained and that the building is accessible and welcoming to all users.
- To open and lock building, ensuring the building is secure throughout and the alarm is set.

Other duties

- To participate in the process of continuous evaluation of the organisations effectiveness in fulfilling its aims and objectives
- To undertake any other duties as required by the Arts Centre Manager.

Terms and Conditions of Employment

The position is permanent full time hours

The notice period is 2 months' notice from employer and 2 months from employee.

Holiday entitlement is 23 days plus 8 bank Holidays. As well as 3 holiday days taken at Christmas at least 5 days must be taken during closure period in August.

The salary for the post is paid monthly in arrears.

The nature of the post requires the holder to be Disclosure and Barring Service (DBS) checked on joining.

Person Specification

Essential	Desirable
Educated to Degree level or equivalent qualification in a relevant subject, e.g. Arts Management, Performing Arts, Visual Arts or Project Management	Experience of at least 1 year working in a similar role
Knowledge of planning and project management	Ability to work flexibly
Excellent communication skills with style to suit a variety of audiences	Prepared to learn new skills
Experience of contract management and administration	Ability to work under pressure
Budget management experience	Solve problems as a team
Ability to make decisions and work on own initiative	Creative and comes up with new ideas
Excellent computer and IT skills	Volunteer management
Ability to process and interpret complex information	Ability to use CMS and Databox systems