

Arts Programme Manager Job Profile and How to Apply

This is a full time post at 37 hours per week. Normal office hours are 9am to 5pm Monday to Thursday and 9am to 4.30pm Friday. The nature of the post requires evening and weekend working and time off in lieu is accrued for any additional hours, not overtime pay. Pay rates, terms and conditions are those set by the National Joint Council for Local Government Services.

Pay grade SCP 34 or 35 (currently £37,890 or £38,890) depending on the successful candidate's abilities and experience.

Location: Junction, Goole, East Yorkshire

Line Manager: Town Clerk

Line Manager to: Senior Administrative Assistant (via whom all casual staff and volunteers, c 15 people), Marketing Officer, Youth and Community Arts Co-ordinator

Purpose of Role: Providing strategic leadership and day to day management of Junction and its arts programme, taking place both in the venue, in the wider town and digitally.

Main Responsibilities

1. To root all responsibilities in the Creative Case for Diversity and Goole Town Council's equality policy.
2. Provide strategic leadership in arts and business planning for all aspects of Junction's work and lead on the approach to excellence in the customer and artist experience.
3. Provide day to day management for all the Junction staff previously described, including recruitment, training and staff development to achieve their own and the venue's targets, and oversee the management of casuals, freelancers and volunteers in line with the Council's policies and procedures.
4. Programming and event management
 - Researching, selecting, negotiating, booking and contracting of professional shows for the live programme at Junction
 - Programming of theatre hires or exhibitions by local or other organisations, including amateur companies and overseeing hires of Junction's other rooms, equipment or facilities, including by non-arts users
 - Researching and programming cinema and event cinema at Junction
 - Live and cinema programme support and administration - this includes arranging for any performers' catering or accommodation requirements (liaising with the senior admin assistant), technical riders (liaising with the technician), overseeing all building hires and usage to ensure no clashes occur with any programmed events or workshops, tracking delivery and return of DCPs and KDMs via hard drives or downloads and ingesting these onto the cinema server, ensuring projectionist has satellite broadcast information for tests and screenings, ensuring all relevant staff and personnel are advised of the programme

- and any changes to it well in advance, ensuring relevant staff – technician, projectionist, front of house - are booked for any event (liaising with the senior admin assistant)
- Organising the Council's outdoor events programme, previously including outdoor street arts, community events, summer bandstand concerts and a large scale annual fireworks display.
5. Manage all Arts Department budgets, income and expenditure, contracting or ordering goods or services according to current Council procedures. Drafting proposed budgets with the Finance Officer each year for consideration by Council.
 6. Continually research and pursue any external sources of funding or income streams that will benefit the venue or its work.
 7. Undertake the role of Designated Premises Supervisor – this requires a Personal Licence (GTC will provide a place on a relevant training course if necessary).
 8. Undertake the role of joint Child Protection Officer, for which training will be given if necessary.
 9. Ensure building protocols, health and safety, licensing, safeguarding, maintenance and upgrade requirements and other standards are met for theatre and cinema spaces and equipment, providing a safe and compliant working and visiting environment.
 10. Provide regular reports and updates to funders and others, specifically but not limited to Goole Town Council Policy and Resources Committee or Full Council, Arts Council England, East Riding of Yorkshire Council, Julie's Bicycle, film distributors and our cinema advertising partner (currently Pearl and Dean).
 11. Meet all grant funding conditions.
 12. Develop and maintain productive relationships with a range of external partners, in the town, the area, regionally, nationally and internationally.
 13. Maintain a knowledge of and comply with Goole Town Council policies and apply them to the day-to-day operation to ensure its legal and statutory obligations are met.
 14. Undertake appropriate training and development.
 15. Be a building keyholder and occasionally open/securely close the premises.
 16. Undertake any other duties or projects commensurate with the nature and grade of this post as required by Goole Town Council. The postholder must be willing to undertake duties outside normal working hours.

Person Specification

No formal qualifications are required but you should detail any you hold on the application form.

Essential knowledge/skills/experience:

- At least two years' experience of working within an arts venue with management, strategic planning and programming responsibilities
- Writing successful applications to funding bodies, managing and evaluating those awards

- Writing, delivery and evaluation of business and action plans
- Experience of negotiating contract terms and finances and the options available
- A very good, broad and up to date knowledge of the arts, cinema and event cinema sectors
- A good knowledge of arts marketing and improving the experience of a diverse range of customers
- A very good knowledge of licensing law and PRS/PPL
- Ability to undertake comprehensive risk assessments
- Great attention to detail and rock solid administrative skills
- Report writing to a high level
- Budgeting and financial management
- Computer literacy
- Copy writing, proof reading and print design
- Excellent customer, general public and business/funding partner focus and care
- Safeguarding of children and vulnerable adults
- Provision of services or facilities to people with a physical or learning disability or any other protected characteristic

Desirable knowledge/skills/experience

- Theatre and cinema technical facilities
- GDPR, DDA, contract, IP and copyright law
- Working within a Council
- Use of social media
- The arts as a means to social, educational, health or community development
- Commitment to understand the environmental impact of the venue and its operations and make improvements to these

Working Conditions

While mostly office based, the following are an expected part of the role (though reasonable adjustments may apply):

- Using display equipment, PC monitor or laptop
- Manual handling
- Use of scaffold tower and working at heights
- Lone working
- Late night working
- Outdoor working
- Cash handling
- Driving your own vehicle (if you have one, not a requirement) for Goole Town Council purposes

How to apply

You should complete the application form available on the [Goole Town Council](#) website, which is to be returned by 9am on Monday 19 October. Please do not send CVs. All applications to be sent to Anne Bentley anne.gtc@btconnect.com

Postal applications are not encouraged but if this is necessary for you, they must arrive by Monday 19 October at the latest and should be sent to:

Anne Bentley
Goole Town Council
Junction
Paradise Place
Goole DN14 5DL

If you are selected for interview, you will be notified by phone by the end of Friday 23 October. If you do not hear from us by this time, you should assume you have not been selected. Interviews will be held at Junction on Tuesday 10 November.

If you would like an informal conversation about this role, please contact the existing postholder, Charlie Studdy at charlie.gtc@btconnect.com who will then arrange a phone conversation. Any such conversation will be treated confidentially and will not inform the selection process.