

Job Description

Programme Manager

Salary:	Grade 6
Contract:	Fixed term until end of March 2027
Location:	Canterbury
Responsible to:	Head of Creative Programmes
Responsible for:	
Job family:	Administrative, professional and managerial

Job purpose

The Programme Manager will support the Head of Creative Programmes and the Director of Creative and Cultural Industries in the effective management and development of the artistic programme and commercial hires. They will support the production of an inspiring programme which is engaging, innovative and of the highest quality.

Key accountabilities

- To support the Director & Head of Creative Programmes in devising, developing and managing the Gulbenkian Artistic Programme including the commercial hires of the venue.
- To work with the Director to build a range of strategic and sustainable creative relationships, regionally, nationally and internationally.
- Research and contact international and UK artists and companies who may form part of the programme.
- Responsible for the practical and logistical elements of the Gulbenkian programme including the bOing! International Family Festival – liaising with other venues and partners as well as the artists involved, coordinating operational aspects and communicating directly with all creative, production, technical and marketing teams.
- Support the Director in advocating to and initiating partnership working with artists, stakeholders and producers nationally and internationally.
- Support for mentoring and developing the programming and event management skills of young people.
- Take a lead in researching and programming film presentations in line with parameters set by the Director.
- To manage the film programming service contract (currently with Curzon Cinemas), liaise with the service provider to agree titles, ensure that the agreed calendar is booked within the required deadlines and check booking sheets.

- Manage the commissioning process, working closely with the Director to liaise with agents, negotiate where appropriate, issue contracts, maintain timescales and ensure the terms and conditions of the contract are followed.
- Providing information for reports to funders and others as required.
- Provide event support for artistic programme acting as liaison between venue and promoter/artists before and during the event.
- Represent the Director on relevant and appropriate artistic programming forums.
- To negotiate terms and issue contracts in agreement with the Director and to be the main point of contact for external companies
- In liaison with the Finance Manager monitor budgets for creative projects and activity ensuring we meet targets and are in control of agreed expenditure.
- Update Artifax venue management system with correct information about events and activities and ensure that events are loaded and put on sale in line with the contract.
- Build relationships across the university and with student societies to develop a range of cultural and creative activities to increase student engagement and enhance the student experience, identifying mentoring and engagement opportunities.

Key challenges and decisions

The following provide an overview of the most challenging or complex parts of the role and the degree of autonomy that exists.

- Managing the relationship between iCCi and the venue and operations teams in terms of access to space and resources.
- Balancing creative risk and ambition in the artistic programme with the need to ensure we are financially stable.

Facts & figures

In 2014 the exceptional work carried out by the team at Gulbenkian was acknowledged when it became a National Portfolio Organisation with Arts Council England, and it has since developed a national and international profile through an innovative multi-arts programme and pioneering projects such as ART31 and the bOing! International Family Festival.

iCCi continues to be a National Portfolio Organisation, focussing particularly on our work with children and young people, but the University recognises that, as a Civic University, we need to do more to widen and diversify creative engagement across Kent. It is in this context that our arts and culture activity has moved to sit within our Institute of Cultural and Creative Industries (ICCI). This innovative and dynamic new Institute is a cross-campus inter-disciplinary initiative that unites and enhances our cultural and creative work across Arts and Humanities, Science and Social Science, education, research and innovation, and public engagement. We are creating an integrated approach to our arts and culture activity and developing

strategic projects and investment opportunities that enhance the creative, cultural, and civic interests of the University, its academics, its students, and the wider community.

Gulbenkian Arts Centre schedules over 1000 events each year, including cinema, theatre, Colyer-Fergusson and off-site locations per year.

Internal & external relationships

Internal: Students; Academic Staff; Professional Services Staff

External: Performers, artists, promoters and hirers, children and young people, teachers, representatives of other arts organisations, young people's organisations and agencies, public funders and stakeholders, suppliers and contractors, business, press and media.

Health, safety & wellbeing considerations

This job involves undertaking duties which include the following health, safety and wellbeing considerations:

- Regular use of Screen Display Equipment
- Vocational driving on & off campus (includes use of cars, vans, ride-on mowers, buggies)
- Pressure to meet important deadlines such as might be inherent in high profile projects.
- There may be a requirement to work evenings and weekends
- Ability to occasionally travel in a timely and efficient manner between campuses

Person specification

The person specification details the necessary skills, qualifications, experience or other attributes needed to carry out the job. Applications will be measured against the criteria published below.

Selection panels will be looking for clear evidence and examples in an application, or cover letter (where applicable), which back-up any assertions made in relation to each criterion.

Essential Criteria:

- Degree or equivalent in performing arts or event management **(A)**
- Experience of programming and/or creative production **(A,I)**
- Experience of Project management, strategic planning and delivering a range of projects and events including festivals **(A,I)**
- Ability to demonstrate motivation, inclusivity, and experience of team management **(I)**
- Responsive and professional customer relationship management skills **(I)**
- Excellent planning, communication, presentation, negotiation and networking skills **(A,I)**
- Effective financial management skills including the ability to set and meet budget targets **(A,I)**
- Meticulous with strong attention to detail **(A,I)**
- The ability to work under pressure and on own initiative, and to prioritise workload **(I)**
- An interest and passion for the arts **(A,I)**

- Firm commitment to achieving the University's vision and values, with a passion for a transformative student experience and multidisciplinary, impactful research **(I)**
- Commitment to deliver and promote equality, diversity and inclusivity in the day to day work of the role (I)

Desirable Criteria:

- Recent professional development courses provided by professional bodies **(A)**
- Preparing and submitting funding applications to public and private funders **(A,I)**

Assessment stage: A - Application; I - Interview; T - Test/presentation at interview stage