



PROGRAMMING & EVENTS ASSISTANT

JOB DESCRIPTION

Job Title: Programming & Events Assistant

Reports to: CEO / General Manager

Appointed by: Interview Panel

Period of Appointment: 30 hours per week. Hybrid working may be possible, however flexibility attendance for work at the theatre and the ability to work in the evening and at weekends will be required.

Salary: £19,453.20 per annum

Purpose of Role

The Programming and Events Assistant will support the programming of the theatre. Working closely with the CEO, they will assist in the curation of the programme, to ensure that the theatre and charitable trust meet artistic and financial objectives.

We are looking for a savvy and creative individual. The role will largely be curatorial and administrative.

The postholder will also assist the management team to ensure profitability and operational efficiency of shows and events.

Key Responsibilities

- To liaise promoters, producer, hirers to confirm all aspects of the event details and requirements.
- To research and seek out theatre companies and existing work suitable for the theatre programme.
- To keep abreast of latest productions and audience trends.
- Develop and maintain a network of strong and long-term relationships with a view to exploring future opportunities, programming, and collaborations.

- To prepare events contracts and other formal documentation.
 - To issue detailed and comprehensive event information to all departments.
 - Ensure that the requirements of visiting productions are met and executed professionally and to the highest standards.
 - Assist with the booking and co-ordination of theatre and event staff.
 - Assist with the co-ordination of external equipment and suppliers.
 - Ensure that event re-charges and costs are quoted and logged correctly.
 - Ensure that all event Health & Safety paperwork is in place.
 - Occasionally Act as key holder or supervisory capacity.
 - Work closely with all departments to ensure the smooth running of all events.
-

Role Requirements

- The successful candidate will possess a solid understanding of the industry and will effectively liaise with various departments and stakeholders.
- Knowledge and experience of programming, booking and contracting shows and events, preferably in a theatre.
- Excellent organisational and time management skills.
- Able to work under pressure while managing multiple tasks.
- Strong verbal and written communication skills.
- Able to project a sense of authority and ownership.
- Good relationship building skills.
- Ability to use initiative and be a self-starter.
- High level of attention to detail.
- Good MS Office and IT Skills.

In addition, to undertake any other duty or responsibility that may reasonably be allocated by the Chief Executive or Senior Leadership Team. It is a requirement of the charity that all staff work in a flexible manner compatible with their jobs and in line with the objectives of the Tyne Theatre & Opera House Preservation Trust.

Applications

Closing date for applications is 9am Monday 12 August 2024.

We encourage candidates to give as much detail as possible about their previous experience, specific to the responsibilities and requirements detailed in the Job Description.

Please complete an application form and send via email with the subject line 'PROGRAMMING & EVENTS ASSISTANT' to jobs@ttoh.uk