



CITY VARIETIES
MUSIC HALL · LEEDS

The **GRAND**
Theatre & Opera House Leeds



JOB DESCRIPTION AND PERSONAL SPECIFICATION

Job-title:	Programmer, City Varieties Music Hall
Department:	Artistic
Responsible to:	General Manager, Leeds Grand Theatre and City Varieties Music Hall
Responsible for:	None

ABOUT LEEDS HERITAGE THEATRES (LHT)

Our three historic venues, Leeds Grand Theatre, City Varieties Music Hall, and Hyde Park Picture House, play a vital role in enriching the cultural landscape of Leeds and its surrounding areas, contributing artistically, educationally, and economically. Forming lasting connections and partnerships throughout our region, we are dedicated to making the arts accessible to everyone and providing an ambitious multi-art-form programme of musicals, staged work, opera, ballet, comedy, film and creative learning.

City Varieties Music Hall

Hidden up a cobbled side street just off Briggate, the City Varieties Music Hall began life in 1865 as a room above a pub, established for the working people of Leeds to be entertained, and welcoming many of the world’s greatest entertainers, from Harry Houdini to Lilly Langtree. In 1953, it became home to the BBC TV series The Good Old Days, a recreation of old-time music hall, televised for 30 years, and featuring the memorable faces of Les Dawson, Barbara Windsor, Bruce Forsyth, Eartha Kitt, John Inman, Barry Cryer and Morecambe & Wise.

Today, this much-loved venue is a living homage to the music hall era. It is renowned for live music, variety acts, podcasts, an ‘audience with’, stand-up comedy, NT Live, live streams and an annual Rock ‘n’ Roll pantomime, produced by us and featuring 11 multi-talented actor-musicians. Since its extensive regeneration project in 2009, the City Varieties has hosted a diverse array of performers including Ed Byrne, Al Murray, Rosie Jones, Nick Mohammed, Nish Kumar, Ward Thomas, Elvis Costello, Nina Conti and Russell Crowe in the newly renamed Sir Ken Dodd Auditorium.

Every summer, the City Varieties works with our Learning and Engagement programme, Leeds Grand Youth Theatre, to stage a full-scale musical. This six-month project is supported by a team of creative and technical professionals and enables young people from the city to embrace the process of theatre-making, from auditioning and casting to costuming and choreography, thereby building confidence and developing skills.

To find out more about us, please see: <https://leedsheritagetheatres.com/about-us/>

LHT'S VISION, MISSION AND VALUES

VISION

To connect people through arts and culture and inspire future generations to progress our story.

MISSION

As a registered charity we provide a positive, inclusive, and sustainable environment in which to entertain, educate and inspire.

We provide spaces and experiences for people to connect, work, learn, play and enjoy together. We continue to develop our artistic programme and activities to include a wide range of performing arts and film, forming lasting connections and partnerships across our region.

We believe that the arts and culture have the power to change lives, improve well-being, and remind all of us of what connects us as humans.

It's why we exist. It's what we do. It's what we love.

VALUES

Create the Extraordinary

Bring People Together

Be Resilient

AIMS

A thriving future - Leeds Heritage Theatres has a financially sustainable future with growth in sales and income, having a positive economic and skills impact on Leeds and the cultural sector.

Responsible growth - Leeds Heritage Theatres engages with the climate emergency and makes changes to ensure a sustainable future, internally and externally.

Extraordinary stories - Leeds Heritage Theatres tells relevant and meaningful stories that are enjoyed by audiences, inspire participants and admired by the industry.

Proud to belong - Everyone feels they matter and are inspired to reach their potential through a fantastic experience with Leeds Heritage Theatres which makes them want to keep engaging with us.

Rooted in Leeds - Staff, artists, audiences, participants and visitors are representative of Leeds. All of Leeds knows about us and most of them have engaged with us.

JOB PURPOSE

To programme and shape the City Varieties Music Hall artistic programme, embracing multiple art forms and creating space for a wide range of different curatorial voices. Establishing and maintaining excellent relationships with promoters and producers, negotiating sound commercial agreements and developing new content initiatives for diverse audiences.

RESPONSIBILITIES

Programming and Planning:

- Actively lead the research, curating and planning of the City Varieties Music Hall's artistic programme of visiting and produced work.
- Support the General Manager and Chief Executive to develop exciting, diverse and coherent seasons of activity across theatre, music, family and comedy which appeal to an audience that is reflective of the people of Leeds.
- Develop relationships and partnerships with internal stakeholders and external promoters, agents, artists, collectives and communities to develop new projects and identify new opportunities for LHT.
- Ensure the programme is commercially viable, and can be delivered within all scheduling, resourcing, technical and financial parameters.
- Co-ordinate and administrate the in-house productions, co-productions and commissions, including the annual pantomime, supporting and reporting to the General Manager. Duties include preparing contracts for the creative team and actor-musicians; arranging, participating and note-taking in all related production meetings; compiling pantomime programmes; PRS; costumes & props, and financial administration.
- Lead on artist care looking at all aspects of their connection to the venue to ensure they have a positive experience working with LHT.
- Ensure there is detailed and accurate show information and oversee the delivery and implementation of programmed work, coordinating with other teams, including Technical, Communications and Front of House.
- Attend artistic planning meetings with the Chief Executive, General Manager, Head of Cinema, Head of Communications and Head of Learning and Engagement to develop and deliver LHT's five-year artistic strategy to include pan-site themes and festivals, with due consideration given to the Theatre Green Book.
- Develop organisational awareness and understanding of the programme at staff meetings and in internal comms.
- Maintain good liaison and effective communication of information from incoming artists and companies and ensure the smooth running of all productions.

Administration and Finance:

- Negotiate terms for visiting productions and prepare contracts for signing when required.
- Responsible for effective use of venue management, financial management and other administrative systems, to ensure the efficient running of the Visiting and In-house CVMH Artistic Programme.
- Liaise with the General Manager and the Finance team to produce an annual budget in line with the business plan and ensure the venue achieves targets.
- With the General Manager and the Head of Finance, oversee all areas of finance relating to the CVMH's artistic programme, including providing financial reports when required.

Other Duties:

- Understand the impact and manifestations of historic inequality in the cultural sector and help identify and implement intersectional approaches to dismantling that inequality stretching across our programme, our audiences and our workforce.
- Act as the first point of contact for private hire enquiries for the City Varieties Music Hall and help deliver the private hire offer, including working with the General Manager to manage the scheduling of these events alongside the audience-facing activity.
- Work with the Head of House Management, Head of Communications and the Chief Executive to design and manage the venue's secondary sales offer to maximise profits in line with LHT's values and environmental strategy.
- Identify and work to secure new funding opportunities in collaboration with the Chief Executive to support new programming initiatives, audience development, capital development and organisational development.
- Support LHT's learning and engagement programme and facilitate the Leeds Grand Youth Theatre's annual summer musical theatre production at the City Varieties Music Hall.
- Actively support and deliver LHT's Sustainability Strategy and Acton Plan.
- Enforce and operate within all statutory regulations including Health and Safety, Security and Safeguarding and to ensure that the organisation complies with all requirements of the Licensing Authority.
- Keep in touch with the industry, attending shows and sharings to inform programming discussions for future seasons.
- Carry out other reasonable duties as required by the General Manager or Chief Executive to support the programme.

PERSON SPECIFICATION**About you:**

You will be passionate about the performing arts in all its many forms and eager to work with us to find ways of making the arts more inclusive and welcoming.

You will be experienced in multi-art-form programming and working in commercial theatre and have an appreciation of the City Varieties Music Hall's role in the cultural sector both in the Leeds City Region and in the UK.

Essential:

- Experience in negotiating high-level contracts and meeting budget targets.
- Experience of curating a season of work, designed to increase the diversity of audiences and participants.
- Extensive knowledge of the theatre sector with experience of building and maintaining a network of contacts within the industry and experience of participating in cultural networks.
- Ability to generate and follow through on ideas which will enhance both resources and the achievement of artistic goals.
- Understanding of and commitment to equality and diversity best practices in the workplace and the cultural industries.
- A passion for and understanding of regional theatre and its national context.
- An understanding of the context of the City Varieties Music Hall and LHT within the cultural environment of Leeds and the region.
- Knowledge and understanding of UK Theatre/Commercial Theatre Agreements and Rates of Pay.

- Experience in strategic business planning in a cultural context.
- Experience in budget management and financial control for theatre productions.
- Excellent communication skills and experience of managing relationships with colleagues, stakeholders, board members and the public.
- Excellent teamwork and the ability to communicate across departments.
- Excellent project management and organisational skills and proven experience of managing and prioritising a heavy and varied workload.
- An ability to take a creative approach to problem-solving.
- Demonstrable computer literacy skills at a high standard to include MS Office.

Desirable:

- Proven experience in producing mid-scale theatre.
- Experience of/ or interest in producing work for younger audiences.
- Experience of working with digital artists.
- Awareness of audience development approaches.
- Experience working on funded projects including awareness of monitoring and evaluation responsibilities.
- Awareness of carbon literacy training and issues around environmental sustainability in the cultural sector.

TERMS AND CONDITIONS

Contract type:	Permanent
Salary:	£30 - £35,000 dependant on experience
Holidays:	25 days plus bank holidays, increasing after five-years' service.
Benefits:	Generous average salary pension scheme Regular staff offers and discounts for our own venues and local businesses Free to use Employee Assistance Programme that supports your health and wellbeing Personal investment and training Opportunities for flexible working and working from home
Probation Period:	Six months
Notice Period:	Three months, on completion of probation
Hours:	37 per week usually worked over five days including some evening and weekend working