



Thank you for your interest in the role of Programmer for Leeds Heritage Theatres.

This is an exciting and collaborative role with responsibility for the programme at the City Varieties Music Hall and integrating with the broader programme across the three venues. We are looking for a Programmer that is equally excited as we are about the possibilities for a variety theatre that speaks to a diverse modern audience.

We look forward to your application.

Job description and personal specification

Job-title:	Programmer
Department:	Artistic
Responsible to:	General Manager, Leeds Grand Theatre and City Varieties Music Hall
Responsible for:	No direct reports

About Leeds Heritage Theatres

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, dance, comedy, film, spoken word and creative learning.

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

LHT Vision, Mission and Values

VISION

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

MISSION

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

You will work collaboratively with the General Manager to deliver the artistic vision of Leeds Heritage Theatres, as set out by the Board and CEO.

You will oversee the curation and delivery of an artistic programme embracing multiple art-forms and creating space for a wide range of different curatorial voices.

You will work in collaboration to programme series, seasons and festivals across the LHT campus.

You will establish and maintain 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 programme of visiting and produced work of multiple art-forms, primarily at the City Varieties Music Hall, but also at our other venues as an active and key part of the wider team.
- Participate in 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 5-year artistic strategy to include pan-site themes and festivals, with consideration given to the Theatre Green Book.
- Take an active part in developing and delivering exciting, diverse and coherent seasons of multi art-form activity in collaboration with other colleagues across LHT venues which appeal to an audience that is reflective of the people of Leeds.
- Identify and secure programmes that are 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, to include the annual pantomime, supporting and reporting to the General Manager.

Working towards inclusion and diversity:

- 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.

Contributing to strategic outcomes:

- 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.
- Actively support and deliver the LHT's Sustainability Strategy and Acton Plan
- 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 the 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.

Managing relationships:

- Develop relationships and partnerships with internal stakeholders and external promoters, agents, artists, Resident Companies, collectives and communities to develop new projects and identify new opportunities for LHT.
- Lead on artist care around your programme, looking at all aspects of their connection to LHT to ensure they have a positive experience working with LHT. Maintain good liaison and effective communication of information from incoming artists and companies and to ensure the smooth running of all productions and presentations.
- Develop organisational awareness and understanding of the programme, at staff meetings and in internal comms.
- Keep in touch with the industry, attending shows and sharings to inform programming discussions for future seasons.

Administration and finance:

- Negotiate terms for visiting productions and prepare contracts for signing when required. Enter into contracts on behalf of LHT, within established delegations/approvals.
- Ensure there is detailed and accurate show information and oversee the delivery and implementation of programmed work, coordinating with other teams, including Technical, Marketing and Front of House.
- Take responsibility for effective use of venue management, financial management and other administrative systems, to ensure the efficient running of the elements of the LHT programme, as directed.
- 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 artistic programme you are responsible for, including providing financial reports when required.
- With regards to in-house productions, carry out duties including preparing contracts for the creative team and actor musicians; arranging and participating in all related production meetings; compiling programmes; arranging PRS; arranging costumes & props, and financial administration.

Other Duties:

- 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.
- 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.
- Carry out other reasonable duties as required by the General Manager or Chief Executive.
- Deputise for the General Manager, in relation to the artistic programme, as required.

Person Specification

About you:

You will be experienced in multi-art-form programming and contracting, with a proven track-record of maintaining and establishing relationships with artists across multiple art forms. You will be able to step into the role and make an immediate positive contribution.

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 have, either in Leeds or elsewhere, demonstrated that you can work as part of an artistic ecosystem, making and maintaining appropriate relationships with local artists and venues.

You will have keen commercial awareness and be able to ensure a well-managed administrative process to underpin your programme.

It is essential that you have:

- Experience of identifying, developing, and contracting a range of work across different art-forms in venues of a comparable size to the City Varieties Music Hall and/or The Grand Theatre.
- Experience of curating a season of work, designed to increase the diversity of audiences and participants.
- An understanding of, and a commitment to, taking active steps to ensure equality and diversity best practice in the workplace and the cultural industries.
- Experience in negotiating high level contracts and meeting budget targets
- Experience of budget management and financial control for theatre productions, including knowledge and understanding of UK Theatre/Commercial Theatre Agreements and Rates of Pay.
- An ability to take a creative approach to problem solving.
- The ability to generate and follow through on ideas which will enhance both resources and the achievement of artistic goals.
- Extensive knowledge of the theatre sector, and a passion for and understanding of regional theatre and its national context.
- Experience of building and maintaining a network of contacts within the industry and experience of participating in cultural networks.
- Excellent communication skills and experience of managing relationships with colleagues, stakeholders, board members and the public.

- Excellent teamworking and the ability to communicate across departments.
- Experience of strategic business planning in a cultural context.
- Excellent project management and organisational skills and proven experience of managing and prioritising a heavy and varied workload.
- Demonstrable organisational and computer literacy skills at a high standard, to include MS Office. Including tracking of financial data, the use of template contracts, and the use of appropriate filing options.
- An awareness of, and commitment to, GDPR and other confidentiality requirements in a role of this nature.

Desirable:

- An understanding of the context of the City Varieties Music Hall and Leeds Heritage Theatres within the cultural environment of Leeds and the region.
- Proven experience of 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 of employment

Contract type:	Permanent
Salary:	£35,000 - £40,000 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 Personnel investment and training This role is suitable for flexible working arrangements, although a proportion of work will be in person on site, and on occasion at venues across the UK.
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