



MINACK
THEATRE

Programmer – Role Specification (Maternity Cover 12-14 months)

Reports to:	Director
Responsible for:	Supporting the Director and Management Team with the Programming Schedule and Administration, along with some Duty Manager cover
Hours:	20-25 hours per week, year-round (there may be an opportunity for additional hours for an appropriately experienced candidate)
Rate of pay:	£15.00 per hour (at recruitment)

Purpose of Job:

This role is to support the Director in:

1. Managing the relationship with Visiting Companies from initial contacts through to producing settlements after performances.
2. Duty Manager cover – Friday evening during season and weekend cover during the winter months.
3. Admin support for inhouse productions and co-productions.

Programming

1. Support the Programming Team with the management of the programme calendar.
2. Identify and manage the Gig/Artists programme for available slots through the programme calendar.
3. Finalise deal memos and contracts for Visiting Companies within terms agreed with the Director.
4. Be the point of contact for Visiting Companies, passing enquiries on to the relevant department.
5. Ensure all information about performances is distributed to the necessary departments including Marketing Manager, Box Office Manager, Technical Manager and Duty Management team.
6. In liaison with the Box Office Manager and Visitor Experience Manager ensure all required show information is accurately uploaded to the ticketing system.
7. Ensure PRS information is captured including set lists for gigs and prepare the annual return.
8. Prepare draft settlements and ensure these are approved by the Director promptly for payment (on the first working day after any production finishes).
9. Ensure the Education Manager is aware of involvement of children in productions and that the necessary permissions are in place.
10. Monitor the programming email address and any other unsolicited programming enquiries.
11. Manage the database system for visiting companies, ensuring contracts and documents are up to date.
12. Go and watch events that might be being considered for the Minack.
13. Represent the Minack in programming networks and forums as appropriate.

Admin Support

1. Assist the Director in monitoring the status of the current Minack Productions, ensuring deadlines are met and activities are on track.
2. Prepare scripts as necessary.
3. Book accommodation and travel for production personnel.
4. Seek permission from PRS for any interpolated music for Dramatic Right Authorisation.
5. Process invoices / timesheets for payroll, code these and pass to Finance Officer for payment.
6. Provide admin support to the Production/Technical Manager as necessary.

In addition, as with all roles at the Minack, you may be asked to take on other reasonable duties by a member of the Senior Management Team, and you must be conversant with the Minack's Health & Safety and Safeguarding Children and Vulnerable Adults policies.

Person Specification

Essential	Desirable
At least one year experience of working on professional events	Managing contracts for live events
Experience of drafting and negotiating contracts	Experience of booking tours out to other venues
At least two years working in some form of live events	Experience of using a box office system and database
A love of live performance (any genre)	First aid trained
Exceptional administrative skills including spreadsheets	Experience of using finance software
Experience of working with people from a wide range of skills and backgrounds	Understanding of audience development