

JOB DESCRIPTION

JOB TITLE: Creative Programmer

HOURS: Part-time, 30 hours per week (0.8 FTE) – some evenings and Sundays

LOCATION: London, NW3

REPORTING TO: Creative Producer

ANNUAL LEAVE: 28 days (including Bank Holidays) + Jewish Holidays that fall on working days

SALARY: £30,000 per annum pro rata (£24,000 at 0.8 FTE)

PURPOSE OF ROLE:

To programme across a range of artistic genres, including music, cinema programming, literature and performance – as agreed with the Creative Producer. To provide a high standard of project management, operational support and coordination to JW3's Creative programmes, leading on liaising between Programming, Production and Visitor Services functions, as well as with visiting organisations and partners.

Programming

- Support the Creative Producer to create a cohesive and exciting programme of events in line with team objectives.
- Work with the Creative Producer to develop and deliver a programme of creative and engaging cultural, social and learning events across a range of genres – which will be jointly identified with the Producer.
- Oversee programmes from inception through to delivery, including marketing and achieving box office/income and strategic targets, with support and guidance from line management
- Devise original, creative responses to the Jewish calendar across artistic genres
- To collaborate with the Learning & Engagement team to explore and deliver projects as appropriate

Project Management and Administration

- Manage the Cinema programme in partnership with the cinema programmer, finding opportunities to build events and additional programming and seasons. Ensuring the smooth flow of information through programming, on sale and delivery.
- Manage all internal teams' requests for use of the cinema, supporting with licencing and planning with programming, technical and front of house teams.
- Negotiate terms with partners or artists and ensure they work within the agreed parameters.
- Manage budgets for activities and events, tracking actual income and expenditure and producing financial reports upon completion of events.
- Ensure that programmes are run safely, including completion of risk assessments and compliance with safeguarding requirements.
- Undertake reporting on programmes, monitoring and evaluating their impact.

- Work in collaboration with the Production and Visitor Services teams to ensure successful running of programmes.
- Provide support as required to JW3's produced projects

General

- Protect and enhance the reputation of JW3, representing the organisation in an appropriate and professional manner to stakeholders, acting as an advocate for the work of JW3.
- Attend all relevant staff meetings, supervisions, training days etc.
- Undertake other reasonable duties as required by your line manager or member of the Senior Leadership Team.
- Work with the Development team to obtain extra resources for programmes through funding opportunities.

This role description is not exhaustive or all encompassing. Certain elements of the role may change from time to time, without altering the core premise of the role or the level of responsibility involved. This information will be reviewed and updated as and when appropriate, in consultation with the post holder, to reflect relevant changes.

PERSON SPECIFICATION

Essential Skills & Experience

- Demonstrable experience of working in a similar position at festivals, arts centres or other cultural or community organisation.
- Demonstrable experience of planning and delivering programmes, from inception through to delivery and evaluation.
- Ability to navigate competing priorities and manage time-sensitive issues in a calm, professional manner.
- Ability to interact confidently and build relationships with a wide range of stakeholders at all levels.
- Highly organised with efficient management of time and responsibilities
- Strong attention to detail
- Proactive and solution-focused, with an ability to anticipate and resolve issues that arise.
- IT proficient, with a willingness to learn use of new software as applicable to the role
- Willing and able to work flexibly to meet the needs of the team and organisation.
- Friendly and approachable, with an ability work collaboratively and effectively with others
- Excellent written and verbal communication skills

Desirable

- Experience or understanding of Jewish communal, cultural, and/or educational organisations
- Experience of supervising staff and/or volunteers
- Experience of input on funding bids
- Active relationships with other arts, cultural and/or (creative) learning organisations

Personal Qualities

- Demonstrates a commitment to furthering JW3's vision and mission.

- Is approachable and able to engage positively with others, building and maintaining strong working relationships.
- Has a proactive and flexible approach to their work, including a willingness to work in the evenings, weekends, and Bank Holidays, to serve the needs of a community Centre that operates 15 hours per day for 6+ days per week.