



JOB DESCRIPTION: THEATRE PROGRAMME MANAGER

- Department:** Programme
- Salary:** £28,959
- Hours:** 40 hours per week (TOIL). Some weekend and evening work will be necessary.
- Location:** Candidates will be based in the office at Chapter in Cardiff. We offer a hybrid model which means that, when possible, you can also work from home
- Contract:** Permanent (subject to a six-month probationary period)
- Responsible to:** Director of Programme / Interim Co-Director
- Responsible for:** No permanent direct reports but occasional work placement, volunteer and freelance contracts when required.

ABOUT CHAPTER

Chapter is an international centre for contemporary arts and culture.

It supports artists and audiences to thrive and take risks.

It's an outstanding hub for the production and presentation of world-class, inventive and compelling work that's open and accessible to all.

Our gallery commissions and produces exhibitions of the very best in national and international art. Our theatre spaces are a platform for experimental and thought-provoking works. Our cinemas offer independent and challenging films alongside a range of unique festivals and events, and we bring more films, to more people, in more places through Film Hub Wales. All of this is supported by an extensive programme of learning and engagement.

We champion the artists of today and invest in those of tomorrow. We work with practitioners at every stage in their careers, supporting and stimulating opportunities for exciting new talent as well as promoting the work of established artists.

We believe in the power of the arts to transform lives and promote personal and social wellbeing today, and for future generations.

Founded in 1971, Chapter is both a Charity and a Limited Company. Chapter (Cardiff) Ltd represents the Charity, while Chapter (Trading) Ltd is a wholly owned subsidiary of Chapter Cardiff through which we run the café bar.

The Chapter group is not for profit and is funded through a mix of earned income from ticket sales, café bar, hires and rents alongside funding from organisations such as the Arts Council of Wales, the British Film Institute and Welsh Government.

We employ about 80 people and have a turnover of c.£3.5 million per year. We are employee focused, through our benefits, policies and practices and proud to be a Real Living Wage Employer.

PURPOSE OF ROLE

We work with artists to create a pioneering programme across all artforms. Artists and audiences are at the heart of everything that we do, and we foreground ambitious, experimental and accessible projects.

Our programme champions high-quality contemporary work that is adventurous, provocative and open to risk, and we advocate the work of Welsh and Wales-based practitioners nationally and internationally.

The Theatre Programme Manager will realise an ambitious programme of performance in our acclaimed arts centre. This includes two theatre spaces and two smaller spaces that are used for more intimate performances, and to support R&D for creative practitioners.

The Theatre Programme Manager is a key member of the programme team and, works with other artform managers to deliver a cohesive, centre-wide programme that's aligned to the overall artistic strategy.

AREAS OF RESPONSIBILITY AND KEY TASKS

Programming

- Programme across our theatre spaces, in agreement with the Director of Programme, and in line with the organisation's overall artistic strategy.
- Ensure the programme of work across the theatres is integrated and communicated across the organisation.
- Work in partnership with the Curator (Visual Arts) to research and curate 'Experimentica', our bi-annual live art festival, and the associated, continuous 'Experimentica Presents' programme.
- Champion and promote the strength and diversity of work being produced and presented in Wales and ensure that all targets, as outlined in our artistic strategy, are met.
- Connect with creative practitioners, companies and cultural organisations to facilitate programming that positions Chapter in local, national and international conversations.
- Deliver a theatre programme that demonstrates best practice in all aspects of work.
- Undertake research trips where relevant to the programme, acting as an ambassador for the organisation.
- Keep informed of best practice and new developments in theatre, performance and the wider cultural sector.

Management and delivery of the theatre programme

- Deliver public performance, R&D residencies and associated events to the highest possible standard, on time and to budget.
- Support visiting artists ahead of, and during, their time at Chapter to ensure that they have the best possible experience whilst working with us. This includes arranging travel, accommodation and contractual agreements.
- Oversee the professional operation and delivery of all aspects of the theatre programme, liaising closely with our technical and front of house teams.
- Work closely with the learning and engagement team to support the delivery of public engagement events associated with the theatre programme.
- Manage the theatre programme budget and meet financial targets in agreement with the Director of Programme.
- Manage our freelance staff, interns and volunteer placements to ensure that the theatre programme is delivered to a high standard and that our performance spaces are a welcoming and professional space.
- Liaise closely with our technical team to ensure that they have all necessary information in a timely manner to ensure the smooth operation of the theatre programme and best possible support for visiting artists and companies.



AREAS OF RESPONSIBILITY AND KEY TASKS (continued)

Marketing, communication and audience development

- In collaboration with the marketing team, develop a timeline for marketing and promotion of theatre programme activity to ensure that ticket sales, audiences and profile are maximised.
- Produce and manage the creation of engaging and accessible copy when required.
- Work closely with the marketing team to maintain the relevant sections of the website, and to develop arresting multimedia content for digital platforms.
- Work closely with the Director of Programme and marketing team to develop a strategic approach to widening and diversifying audiences to the theatre programme.
- Build relations with specialist press to ensure appropriate dissemination of the organisations' activities.

Administration

- Ensure that all events administration databases are up to date and that information is effectively and promptly circulated to relevant teams.
- Undertake necessary reporting, liaising with external companies, ticketing and finance to ensure timely settlement and payment for theatre events.
- Manage enquiries and co-ordinate bookings for rehearsals and R&D programme across all theatre spaces.
- Take responsibility for Performing Rights Society reporting and compliance in all areas of the theatre operations.

Fundraising

- Work closely with the Business Development Manager to research and identify potential funding for the theatre programme.
- Contribute to funding proposals and develop income streams that feed into our theatre programme, where required.
- Produce funding reports to deadline where appropriate.

Miscellaneous

To be familiar and comply with all relevant health and safety, operational, personnel, customer care, data protection, equal opportunities and financial procedures, in particular ensuring that all statutory obligations are complied with, especially in relation to licensing laws.

Any other duties as reasonably requested by the Director of Programme.

Special Conditions

Occasional weekend and evening work and working away from Chapter at other events, festivals and networking meetings.

This job description is not intended to be exhaustive. The post-holder will be expected to adopt a flexible attitude to the duties which may have to be varied (after discussion with the post-holder) subject to the needs of the organisation, and in keeping with the general profile of the post.



OUR IDEAL CANDIDATE

Our ideal candidate is someone with demonstrable experience in a similar role in a theatre, arts centre or as a freelance programmer or project manager. You'll be open, curious and passionate about performance, and enjoy working in a busy and exciting environment.

You'll be incredibly organised and will have excellent communication skills, good attention to detail, exceptional negotiation skills and the ability to handle sensitive situations with diplomacy.

You'll be adaptable and able to work to tight and often changing deadlines, remaining calm and focused under pressure. You'll thrive in a team but will also be able to work on your own initiative when required.

Our venue is for everyone, and we welcome applications from everyone. We particularly encourage those from people from a Black, Asian and Minority Ethnic background or who are D/deaf or disabled as they are currently under-represented in our workforce.

PERSON SPECIFICATION

As Theatre Programme Manager for Chapter, you'll need to demonstrate the following competencies. We're aware that you may not have all the desired skills and experience and we'll provide support and training for areas where you may need to grow into the role.

Essential

- Demonstrable experience of working as a theatre programmer or project manager in a venue.
- Excellent knowledge of and enthusiasm for contemporary performance.
- Experience in project management in a wide range of theatre/performance projects.
- Ability to prioritise, meet objectives and work to deadline.
- Excellent organisation skills and impeccable attention to detail.
- Knowledge of live art networks and practice.
- Passionate about supporting creative practitioners.
- Exceptional communication skills and the ability to develop relationships with a range of colleagues, stakeholders and audiences.
- Proven computer literacy with experience of Microsoft Office Suite including Excel and Word.
- Commitment to equitable and inclusive working practices.

- Demonstrable commitment to the engagement and development of diverse audiences.
- Ability to work as part of a team and independently, remaining calm under pressure.
- Highly motivated, flexible and adaptable.
- Confident and experienced at managing budgets.
- Supportive team player.

Desirable

- Welsh communicator
- Good knowledge of the performance landscape in Wales.
- Awareness of best practice with regards to working with freelancers.



ABOUT THE BENEFITS

Chapter is a flexible and friendly employer, offering hybrid working and flexible hours. Staff benefits include:

- 5.6 weeks of holiday per annum, including bank holidays, pro rata for part-time positions
- Chapter operates a contributory pension scheme to which you will be auto-enrolled (subject to the conditions of the scheme). The scheme enables you to save for your retirement using your own money, together with tax relief and contributions from the company
- 20% off food and drink in the café bar
- Enhanced Maternity and Adoption Pay, after a year's service
- Welsh at Work scheme
- Two free cinema tickets a month
- Access to an Employee Assist Programme
- Complimentary tea/coffee in our office space
- Complimentary lunch when working in the building
- Support for continuous development
- Eye Care for DSE
- Secure bike racks
- Staff parking
- Staff socials