



## **PROGRAMME ASSISTANT**

**Line Managed by: Head of Programming**

**Salary:** £22,000 per annum pro rata

**Terms of Contract:** Fixed term for one year

### PURPOSE OF THE ROLE

The Programme Assistant will provide direct support to the Head of Programming in the administration and delivery of Hackney Empire's diverse and engaging programme in accordance with budgetary and policy expectations, as determined by the Artistic Director and Executive Director.

As part of the Programming team, the role will assist the Head of Programming with the long term planning of the programme from within the genres of comedy, music, opera, family, musical theatre, international work and pantomime, and to maximise commercial hires of the building to include filming, photoshoots and radio broadcast opportunities.

### JOB DESCRIPTION - KEY RESPONSIBILITIES

- Support the Head of Programming in all aspects of their work
- To coordinate the activities within the Programming team with reference to the Head of Programming, including but not limited to:
  - Assisting the Head of Programming with the management of the theatre diary (Artifax Event) to oversee the scheduling of simultaneous activities and events in all spaces: Main House, Empire 2 and the Harold Pinter room for productions and hires (filming, photoshoots, rehearsals, workshop, corporate functions, conferences, meetings and recces), including maintenance, turn-arounds and days off etc
- To work closely with the Box Office, Marketing, Technical and Front of House Departments to ensure appropriate information is available for events to be produced and presented to the required standards
- Ensure the Executive Director is appraised as appropriate of all matters and provide ad hoc information and support as required
- To work within a fast paced, varied and demanding environment
- Be the first point of contact for incoming hire enquiries and to conduct initial recces
- In consultation with the Head of Programming, prepare estimates for potential bookings (including establishing staffing levels) and provide a first class customer service in managing all requirements and logistics
- Help facilitate Empire 2 and Harold Pinter room bookings (studio spaces)
- Preparation of contracts for productions and hires as appropriate
- Checking of the financial settlements for productions and hires as appropriate

- Coordinate the payment schedules to ensure monies are paid in and paid out according to contractual obligations
- Prepare the necessary information to generate showsheets from Artifax Event in order to put the show onsale, online and in the brochure

## PERSON SPECIFICATION

### Essential

- “Completer / Finisher” with exceptional organisation and time management skills who is resilient, meticulous and methodical
- To be able to prioritise and have the capacity to handle a multitude of simultaneous productions, activities and events (arranging the forthcoming, facilitating the current and settling the past) whilst maintaining accuracy and attention to detail at all times
- Ability to understand customer requirements and gather information to produce our event plan
- Proven ability to manage and meet conflicting deadlines, including responding to customer enquiries in a timely manor
- Excellent communicator with strong interpersonal skills and the ability to liaise and communicate at all levels
- The ability to be flexible and proactively react and respond to any situation which may arise
- A good team player, but able to work independently
- Passionate about theatre and the work of Hackney Empire
- Strong administration skills in Microsoft office, particularly excel
- Demonstrable skills of high level of numeracy, attention to detail and accuracy

### Desirable

- Experience and knowledge of working in professional theatre, ideally with venue experience
- Experience of preparing financial settlements, including industry taxation and royalty issues
- Desirable experience in venue management software, ideally Artifax Event and Spektrix
- Desirable experience of filming and broadcast within theatre
- Knowledge and experience of PRS, and union agreements, particularly UK Theatre Association and BECTU
- An understanding of diversity and equality in their broadest sense

### To Apply

Send full CV and a covering letter (not more than two sides of A4) outlining how you believe you meet the person specification and the needs to of the role to Jane Walsh, Head of Programming [recruitment@hackneyempire.co.uk](mailto:recruitment@hackneyempire.co.uk) quoting ‘Programme Assistant’ in the email title.

Please also return with your application a completed Equal Opportunities Monitoring form. This form is for our evaluation purposes and will not be used in our assessment of you application.

**Deadline for application is 5pm on Thursday 22<sup>nd</sup> April 2021**

Interviews will be held on Tuesday 4<sup>th</sup> and Wednesday 5<sup>th</sup> May 2021. Interviews will last approximately 1 hr 30 mins including a practical exercise, with a view to the successful candidate starting as soon as possible, start date to be confirmed.

Hackney Empire is a registered charity limited by guarantee that leases the theatre building on a peppercorn rent from the freeholders, the Hackney Empire Preservation Trust. It is funded by Arts Council England and the London Borough of Hackney. In 2010 HEL established a wholly owned subsidiary, Hackney Empire Trading Ltd.

Hackney Empire is an equal opportunities employer and welcomes applications from all sections of the community. Any disabled applicants that meet the person specification will be given an interview.