

RIVERSIDE STUDIOS

JOB DESCRIPTION

Position:	Programme Manager
Responsible to:	Creative Director
Hours of work:	Permanent, full-time, 40 hours a week
Applications to:	careers@riversidestudios.co.uk Closing Date is 5.00pm on Sunday 17 July 2022

Riverside Studios Background

For over 40 years Riverside Studios has been the home of an extraordinary mix of theatre, film, comedy, art, dance, music and television. A cultural hub that has attracted some of the world's best creative talent including the likes of Samuel Beckett, David Bowie, Benjamin Zephaniah, Amy Winehouse, Yoko Ono, Allen Ginsberg, Anna Massey, Alan Bates, Tadeusz Kantor, Lenny Henry and Michael Clark to name but a few, and TV studios that brought us much loved shows including *Doctor Who*, *Top of the Pops* and *TFI Friday* from the past, through to *Strictly: It Takes Two*, *Have I Got News for You* and *Eggheads* today.

We are driven by a simple belief. We believe in the power of creativity to bring people together, unlock new possibilities and ideas and spark positive change in the world. We are for our community and for artists and audiences, people who love the new and the next. And so we will seek out bold, innovative new ways for audiences to experience the arts, and for artists to tell their stories.

Our currency is the arts and creative expression. We are clear, focused and single-minded in our mission to make the world a better place, starting with our local community. We present an artistic programme and operate an arts centre that is inclusive and accessible.

Riverside Today

Like most arts organisations, Riverside has had to carefully navigate the world of Covid. With the support of Arts Council England, our funders and loyal audiences we are in a position to focus on re-building our business and fulfilling our charitable objective of making the arts more broadly accessible.

We're also a relatively new team, now in a brand-new building, with loads of energy, great ideas and ambition for the future of Riverside. We're seeking to introduce new people to that team who enrich our thinking and approach, and who represent our core values of inclusivity, diversity, the pursuit of excellence and embedding high levels of creativity across all we do.

As a charity, we are committed to bringing new and inspirational cultural experiences to as many people as possible, from local community groups and schools in Hammersmith and Fulham, to London and the wider world. We are driven by a simple belief - the power of creativity to bring people together, unlock new possibilities and ideas and spark positive change in the world.

This role is a critical part of that plan - we are seeking a focused, experienced programming professional with a strong feel for our audience.

Position Profile

Riverside Studios is looking for a Programme Manager to work with the Creative Director to ensure a varied mix of live performance and visual art in our two performance spaces and exhibition space.

The Programme Manager working with the technical, box office and finance teams will be responsible for the delivery of the creative programme.

Main Duties and Responsibilities

- Support the Creative Director to develop meaningful, positive relationships with artists, agents and producers to ensure that Riverside Studios continue to be known for being welcoming, imaginative, ambitious, curious and audacious.
- Actively seek out opportunities to work with new creative artist and premiere their work in our 180-seat studio as well as responding to enquiries. This will involve:
 - Reading and assessing scripts, attending workshops, shows and exhibitions as well as evaluating production viability and likely audience appetite in conjunction with the Creative Director.
- Build on-going relationships with producers and artists to ensure that Riverside Studios is front-footed, friendly and effective. This will involve:
 - Maintaining regular contact with emerging and established Producers and artists, thinking strategically about opportunities.

Theatre

- Act as the main point of contact for producers to ensure the smooth running of all the productions from initial enquiry through to final settlements. This will involve:
 - Answering queries, either providing information directly or fielding queries to other teams (including F&B, technical, finance, marketing, and operations).
 - Working with the operations team to agree dressing room requirements, additional room usage, the provision of company passes and other day-to-day requests.
 - With others, coordinating events such as Q&As, meet-and-greets, access performances and performance recordings.
 - Supporting the Box Office team in managing house seats, comps, and any third-party agency tickets

Exhibitions

- Acting as the main point of contact for exhibitors to ensure the smooth running of all the productions from initial enquiry through to final settlements. This will involve:
 - Working with the Venue & Facilities Manager to coordinate the hanging of exhibitions.
 - Providing information and advice to artists on the installation and hanging of their work.
 - Working with the Venue & Facilities Manager and artist on labelling and signage.
 - Working with the Box Office and Operations teams to ensure that artwork sales are processed correctly. Ensuring that exhibitors are informed of sales and artwork collections take place at the correct time(s).

General

- To proactively and accurately collate all necessary information to ensure that the Marketing, Technical and Box Office teams have all the information they need. Requesting and logging information including proof of insurance, PRS forms, risk assessments and programme and merchandise details.
- Maintaining records and following up on any outstanding information or potential clashes.
- Ensuring that information is passed on to the correct parties.
- Facilitating communications between producers and other team members.
- Collating information on scheduling and actively working to ensure there are no crossovers.
- To act in the best interests of the Trust.
- Keep in confidence the internal workings of the Riverside office.

Contracting

- Drafting, negotiating and issuing contracts.

Finance

- Prepare and distribute invoices and settlements in a timely manner.
- Collating all contra costs, including programme and merchandise sales.
- Requesting invoices and payments as required.
- Communicating with producers and artists regarding contras and settlements.

Other events

- Supporting the Cinema Programmer, Functions & Events Manager and other colleagues with events such as press nights and private views, taking place throughout the building as required.
- To keep the internal calendar up to date at all times and ensure that event briefs and information are fully up to date.

Person Specification

The ideal candidate will be able to demonstrate the following skills, experience and qualities:

- A minimum of 5 years' experience of working in producing or programming live performance.
- An affinity for the mission, vision and work of Riverside Studios and a passion to help achieve its success.
- Demonstrable confidence in negotiating contracts at a high level.
- Demonstrable confidence in managing budgets with strong commercial acumen.
- Ability to prioritise, organise own workload and work effectively in a busy and demanding environment.
- A positive attitude with a high level of self-motivation and ability to work using your own initiative.
- Ability to find quick and effective solutions to practical problems.
- Excellent communication skills, both written and oral, with a range of people and environments.
- Proven ability to work flexibly under pressure, to prioritise and to meet deadlines and work within budget.
- Flexibility in relation to duties and working hours which will require some evenings and weekends.
- Excellent time management.
- Excellent IT skills and knowledge of databases. Experience of Red 61 and VIA would be an advantage.
- Ability to multi-task and excellent organisational skills.
- A high level of self-motivation and initiative.
- A commitment to the Riverside values of Integrity; Respect; Inclusivity and Collaboration.

Terms and Conditions

Salary:	Commensurate with experience
Working Hours:	40 hours per week (including lunch). The post holder will be required to work flexibly with some evening and weekend work.
Holidays:	The annual leave entitlement is 25 days plus statutory holidays.
Pension Scheme:	Riverside Trust operates a stakeholder pension scheme to which the employer and employee both contribute
Probation:	Three months
Contract type:	Permanent full-time
Equal Opportunities:	Riverside Trust supports equal opportunity in employment and opposes all forms of unlawful or unfair discrimination on the grounds of colour, race, nationality, ethnic or national origin, gender, marital status, disability, age, sexual orientation, or religious or political beliefs. To avoid discriminatory practice during the recruitment of new employees, selection for interview is based entirely on job related criteria. Riverside Studios complies with Equal Opportunities, Health & Safety, Personnel and other policies at all times.
Confidentiality:	To keep confidential the internal workings of the Riverside Trust.

Riverside Studios encourages attendance of performances with a discretionary allocation of complementary tickets to employees.

How to Apply

If you wish to apply for the position please send:

- A comprehensive CV
- A covering letter (maximum two A4 sides) or two minutes of video describing your suitability for the position and specifically how your past experience matches the job description and person specification
- A completed equal opportunity form

Applicants should provide contact details for two references, we will seek your permission before making direct contact with any referees. Please note that it is likely we will seek to take up one reference for candidates progressing to second interview, prior to making an offer. All offers of employment will be subject to the receipt of satisfactory references. All applicants must be eligible to work within the UK.

Please submit your application by email with 'PROGRAMME MANAGER' in the subject line, to careers@riversidestudios.co.uk.

Closing Date	Sunday 17 July 2022 at 5pm
Interviews	Final interviews on Tuesday 19 July but rolling interviews before then.
Start Date	As soon as possible