

HEAD OF PROGRAMMING JOB DESCRIPTION

About The Courtyard Theatre

The Courtyard Theatre is one of London's most vibrant theatres and live music venues. It presents an intimate space for established performers and endeavours to discover the best new playwrights, directors and companies from a wide range of backgrounds. The theatre provides a venue to nurture, support, and mentor talent whilst their careers are in the early stages of development. From theatre to comedy, music, art, film and poetry, anything creatives dare to imagine, The Courtyard Theatre strives to offer an exciting and varied programme that puts it at the forefront of entertainment and keeps people coming back for more.

The Courtyard Theatre is housed within the Grade II-listed former public library in Pitfield Street, Hoxton. It has a 150 seat main house theatre, an 80 seat studio theatre, 220 capacity music venue, bar and multiple rehearsal spaces.

The Role

Responsible To

Artistic Director, Operations Manager

Line Manager

Artistic Director

Location

The Courtyard Theatre, 40 Pitfield Street, London, N1 6EU

Hours

Monday – Friday 10:00-18:00 with one hour for lunch each day (flexible where required). Additional hours may be required to fulfil the role including occasional evening and weekend work. All staff at The Courtyard Theatre are expected to attend performances and be a part of the artistic life of the organisation.

Salary

£28,000 – £32,000

Benefits

- Complimentary Tickets to The Courtyard Theatre Events
- Pension Scheme
- Employee Assistance and Wellbeing Programme
- Training

Overview

The Head of Programming will be responsible for scheduling The Courtyard Theatre to create an exciting and diverse programme. The programme will feature external hires (live music, theatre productions, comedy, rehearsal and development bookings), in-house and co-productions and Court Theatre Training Company performances. The postholder will collaborate with the artistic team in producing in house festivals, events, productions and delivering content for the streaming channel: Courtyard Studios.

Through excellent communication and administrative skills, the postholder will develop relationships with promoters, artists, producers, agents, artistic organisations, creative practitioners and venues and act as the primary point of contact for The Courtyard Theatre programme.

The Head of Programming will develop long-term strategies for planning, implement procedures for scheduling and maintain accurate reports.

Key Responsibilities

Programming

- To programme The Courtyard Theatre and develop a clear strategy and effective management for planning and delivery of events
- To support the artistic team on producing in house festivals, events, productions and delivering content for the streaming channel: Courtyard Studios
- To instigate, issue and maintain all contracts, schedules and agreements with external producers and promoters and maintain up to date reports
- To set and continually review hire fee, co-production structures and ticket prices across all spaces and types of events
- To collaborate with the Venue & Front of House Manager to devise and implement a rigorous calendar and booking system to ensure that the theatre is properly prepared for every event, music gig, theatre production and rehearsal
- To work closely with the Venue & Front of House Manager to ensure all clients and visitors receive the highest standards of customer care and professionalism
- To work with the Artistic Director and Operations Manager to make strategic investment decisions relating to artistic programming
- To ensure robust budget setting and management with income and expenditure accurately recorded and monitored
- To oversee the reconciliation of Box Office and Bar reports and monitor performance against financial targets
- To produce, analyse and maintain reports in relation to finance and performance on individual events and share those with relevant producers, promoters and internal staff
- To work closely with the Artistic Director and the Operations Manager on evaluating the programme, identifying potential changes in activity levels, areas for development and making recommendations on maximising artistic impact and commercial opportunities
- To manage our account with our partner ticketing platform DICE and to be responsible for setting up events, monitoring ticket sales and producing reports

- To manage the marketing of the programme and ensure event information is collated and distributed to the relevant channels including press, ticketing partners, patrons, social media and marketing agencies

Relationship Management

- To cultivate excellent relationships with promoters, artists, producers, agents, artistic organisations, creative practitioners and venues
- To work as part of the management team of The Courtyard Theatre and foster good working relationships with all staff
- To act as the primary point of contact for programming and effectively manage enquires
- To manage the relationship with our external ticketing partner DICE
- To monitor the experiences of artists and producers to ensure there is a culture of collaboration and continuous improvement

Person Specification

Essential

- Experience of programming live work
- Experience of working with and supporting artists and companies
- Financial management skills and experience of successfully managing budgets
- Ability to work independently and exercise initiative and to work effectively under pressure
- A strategic and creative thinker
- Excellent and proactive customer service and relationship management
- High level of IT literacy
- Strong scheduling, organisational, time management and prioritisation skills
- Experience of evaluation and reporting to funders/stakeholders
- Excellent verbal and interpersonal and good written communication skills
- A positive, mature and professional attitude towards work
- A keen interest in the arts and entertainment industry
- Flexibility in relation to duties and working hours

Desirable

- Experience of working with artists in digital media
- Knowledge of artists working in multiple art forms

The above is not intended to be exhaustive; this job description will be subject to periodic review and the postholder may be required to undertake additional duties as reasonably requested by the Operations Manager or Artistic Director.

The Courtyard Theatre operates an equal opportunities policy and candidates will not be disadvantaged in the selection process on grounds such as age, race, religion, gender, disability, marital status, pregnancy or maternity, sex, sexual orientation, social class or any other irrelevant distinction.

Please send your CV and a covering letter (of no more than 2 pages highlighting your relevant skills against the person specification) to jobs@thecourtyard.org.uk. Closing date for applications is midnight on 31 July.