

CULTURAL PROGRAMME MANAGER

RECRUITMENT PACK





The Claim by Tim Cowbury
Credit: John Hunter

Front cover image:
Jasmin Kent Rodgman
TRIPTYCH
Credit: Richard Moore

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Shoreditch Town Hall
Credit: Puds&Co

ABOUT SHOREDITCH TOWN HALL

One of the grandest former civic buildings in London with a rich and varied history, Shoreditch Town Hall has established itself in the last decade as a leading cultural venue, live events space and community destination.

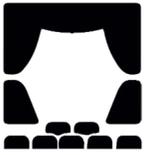
Our landmark Grade II listed building houses spaces which range from a cosy capacity of 40 to an expansive and versatile 750 seat auditorium. Our business tenants are drawn from the digital and creative industries and prestige hospitality, and our public spaces are brought to life with an eclectic and forward-thinking programme of activities targeted at the wider public and our local audiences. Inspired by the Town Hall's history as a centre for discussion, dialogue and debate, we now aim to deliver on our vision to:

- Continue preserving and developing our listed building whilst enhancing our accessibility, openness, and use as a public space.
- Maintain and strengthen an inventive, popular and eclectic programme of cultural, community and live event activity.
- Build on the Town Hall's existing brand and identity to enhance our profile and reputation.
- Nurture new and existing relationships with our local communities, and develop diverse and loyal audiences, building users, and collaborators.
- Ensure the Town Hall provides transformative opportunities as an inspirational learning and talent development hub.
- Build on the organisation's non-regularly funded business model and current core turnover of £1.2m per annum, strengthening our independency and long-term resilience.

Shoreditch Town Hall is a fully independent charitable trust (no. 1069617) and does not receive any regular or revenue funding.

www.shoreditchtownhall.com | @ShoreditchTH

KEY STATISTICS



Welcome **70,000 people** through our doors every year



Present and produce a year-round cultural programme of up to **40 productions** across **theatre, dance, music, comedy, circus, cinema** and **talks**



Deliver an artist development programme that **supports and commissions from a wide and inclusive pool of over 50 artists**



Host **200 live events** per annum, with recent high profile clients including: **Alexander McQueen, Amazon, Black Girl Fest, Cartier, Channel 4, Evening Standard** and **Fred Perry**



Provide a leading location for film and television shoots, including **Mangrove, The Death of Stalin, Florence Foster Jenkins** and **The Lady in the Van**



Collaborate with over **20 local partners** to deliver our community, learning and engagement programmes, providing nearly **5,000 hours of in-kind space** to community groups and artists every year



House **6 businesses** including the Michelin starred **The Clove Club** and **Time Based Arts**



Invested **£4.2m** in the preservation and development of our **Grade II listed building** since 2000

OUR TEAM

Shoreditch Town Hall's core team is a tight knit, dedicated and multi-skilled group of 13 who are supported by around 50 casual staff and a loyal and highly skilled Board of Trustees.

No day is ever the same at Shoreditch Town Hall, ensuring a vibrant and stimulating working environment that challenges and rewards in equal measure. Our highly-valued staff are hardworking, with a flexible, adventurous spirit. They are full of ideas, making our office a place where innovation and entrepreneurship are highly prized.

Buildings only survive by the people who populate them. We support all our staff to be the best they possibly can be, celebrating and championing achievements, and providing training, development and progression opportunities wherever possible.





Dom Coyote
We Can Time Travel
Credit: Paul Blakemore

ABOUT THE ROLE

MAIN PURPOSE OF THE ROLE

Our vision is for Shoreditch Town Hall to become a flagship arts, events and community venue for Shoreditch, Hackney and East London and a unique destination creative space on the London cultural map. The Cultural Programme Manager will support the Head of Cultural Programme on the design and delivery of all aspects of cultural activity in the building, to actively support the development of the Town Hall as a vital, non-traditional and community focused space. This role is a brilliant opportunity to work across art forms and collaborate with a vast range of artists and communities, joining us at a pivotal moment for the organisation.

You will have the opportunity to get involved in a wide range of projects and be a highly valued member of our small and friendly team. You'll be a motivated team player, who can demonstrate a genuine passion for arts and culture, with at least three years' experience or relevant transferable skills, working in an arts administration, producing or programming environment. You will also be able to enjoy working independently and proactively on designated projects as well as fulfilling the administrative and organisational needs of the department.

We are looking for an organised, collaborative and creative individual to work closely with the Head of Cultural Programme on the delivery of our year-round programme. Someone who's prepared to get stuck in and make a significant contribution to the Town Hall and the work that we do.

The Town Hall partners with Mountview to provide the MA in Site-Specific Theatre Practice - the first course of its kind in the UK. The Cultural Programme Manager will work directly with the Mountview course leader, Geraldine Pilgrim, and students to provide administrative and producing support, making up the

ABOUT THE ROLE

equivalent of one day a week of the role.

Below is a detailed and comprehensive breakdown of the role. However most importantly we are looking for someone committed, and so support will be provided to allow the individual to learn and develop within the role should they not have experience or knowledge in all areas.

DUTIES AND RESPONSIBILITIES

Cultural Programme

- To support the Head of Cultural Programme on all aspects of producing and programming at Shoreditch Town Hall.
- Actively attend productions, whether finished or in development, and see work by a range of artists and companies across all artforms.
- To take responsibility for delivering assigned artistic projects across all art forms.
- To work alongside the Head of Cultural Programme to further artist development programmes at the Town Hall.
- To act as the first point of contact for all artistic residencies taking place in the building.
- To work with the Head of Cultural Programme on all elements of creative and administrative delivery of participatory programmes and projects, including projects with local schools, community groups, Hackney Borough Council and other key stakeholders.
- To work with the Reception & Sales Assistant to respond to all programming enquiries and to manage the Programming inbox.
- To meet artists and companies as necessary, always acting as an advocate for the Town Hall and the artistic programme.
- To maintain good working relationships with all of the Town Hall's artistic stakeholders including co-producers, co-commissioners, venues, creatives, agents, independent producers, and so on.
- To keep up to date with all artistic activity taking place at Shoreditch Town Hall and maintain a broad overview of future projects and possibilities.

DUTIES AND RESPONSIBILITIES (CONTINUED)

Producing

- To line produce specific projects, managing negotiations, contracts, budgets and day-to-day delivery.
- To negotiate contract terms and fees within agreed financial parameters.
- To work directly with the course leader of Mountview's MA in Site-Specific Theatre Practice to line-produce and support the delivery of the students' final projects.
- To liaise with independent sites and partners to support the delivery of the MA's projects.

Administration

- To support on all areas of cultural programme administration: including contracting; budgeting; theatre tax relief administration; booking travel and accommodation; updating artist welcome packs and contact sheets; visa and work permit applications; and developing new administrative systems and processes for the department where required.
- To ensure that all aspects of cultural programming are correctly reflected in Artifax and to act as a point of contact for day-to-day programming and scheduling enquiries.
- To support the Head of Production on all technical liaison with visiting companies and artists, collating production and technical information and arranging and/or attending production meetings as required.
- To undertake financial duties relating to the artistic programme, including raising invoices, generating final sales and merchandise settlements, calculating re-charges, and so on.
- To be responsible for the compliance and submission of all PRS returns.
- To work alongside the Reception & Sales Assistant with regard to rehearsal space and cultural hire bookings, responding to enquiries, quoting hire rates and ensuring all necessary paperwork is in place.
- To work with the Head of Cultural Programme on fundraising for the artistic programme, leading on specific relationships with trusts, foundations, corporates and/or individuals in order to secure short, medium and long-term funding.
- To work directly with the course leader of Mountview's MA in

DUTIES AND RESPONSIBILITIES (CONTINUED)

Site-Specific Theatre Practice to support general administration.

Communications & Sales

- Alongside the Head of Cultural Programme to work with the Head of Marketing and Communications & Marketing and Events Officer to support the delivery of all marketing and communications campaigns for the artistic programme.
- Feed into the audience development strategy, ensuring that we develop the widest possible audience for the Town Hall's cultural programme, particularly amongst those living in Hackney and East London, always championing the organisation's commitment to access and affordability.
- To actively work with artists, companies, arts organisations, co-presenters, co-commissioners, independent producers and so on, in regards to the development of show-specific marketing and communications campaigns, ensuring that such collaborators and partners receive the best possible experience and an excellent level of service and care at the Town Hall.
- To support the Head of Marketing and Communications & Marketing and Events Officer and the Town Hall's external Press & PR Consultants on all press and communications strategies relating to the Town Hall's cultural programme, liaising with the Head of Cultural Programme as appropriate.
- To support the proofing of marketing materials and press releases, and the compilation of programmes and free sheets as required.
- To work with the Head of Cultural Programme to monitor the performance of projects, providing evidence of impact in terms of community engagement, audience development, personal growth and other key performance indicators.

DUTIES AND RESPONSIBILITIES (CONTINUED)

Operations

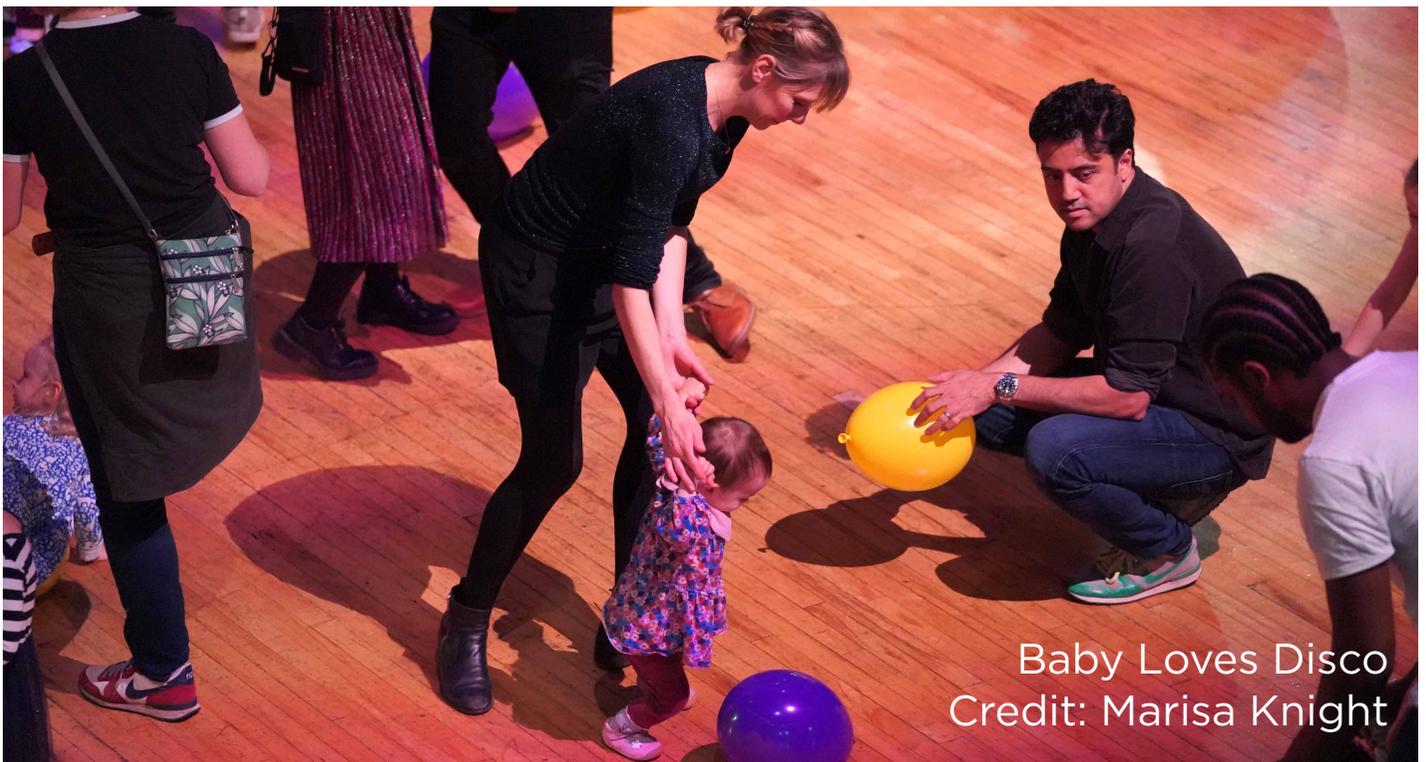
- To work with the Operations & Hospitality Manager to ensure appropriate staffing levels for all cultural activity at Shoreditch Town Hall are in place as required, including, but not limited to: Duty Management, Bar, Box Office, Front of House, Event, Cleaning, Cloakroom and Security staff.
- To support the Head of Venue & Events, the Head of Production and the Operations & Hospitality Manager to ensure that all necessary paperwork is received from all artists and cultural hires prior to an event or production, including public liability insurance documentation, safeguarding policies, damages deposits and full payment (if relevant), risk assessments and so on.
- To carry out site visits and meetings with potential cultural event hirers and artists, accurately and professionally presenting the venue and its facilities.

General

- To remain knowledgeable of wider developments and trends in the arts sector, both nationally and internationally, and lead on related research and benchmarking exercises as requested.
- To work closely with producing placements, supporting their learning and line-managing them on specific projects.
- To attend regular training and actively contribute to the development of best practice at the Town Hall.
- To adhere to our Strategic Priorities including the Town Hall's Equality, Diversity & Inclusion, Environment & Sustainability, and Safeguarding policies, and to play an active and positive role in our anti-racism work and in furthering our accessibility.
- To provide a welcome and ensure a positive and inclusive experience for artists, companies and collaborators.
- To attend STH shows and events, including working unsocial hours as required - we offer a Time Off In Lieu (TOIL) policy.
- To publicly represent Shoreditch Town Hall in a prepared and professional manner.
- To maintain confidentiality.
- To undertake any other duties which may be reasonably requested to ensure the smooth running of Shoreditch Town Hall.

DUTIES AND RESPONSIBILITIES (CONTINUED)

Over time the emphasis of this job may change without altering the general character of the role or the level of duties and responsibilities entailed. This information will be periodically reviewed, revised and updated in consultation with the post-holder to reflect appropriate changes.



Baby Loves Disco
Credit: Marisa Knight

WHO WE ARE SEEKING

Essential

- At least 3 years' experience of programming, producing or general management within the arts or cultural sectors.
- Exemplary administration skills, with an intrinsic eye for detail and accuracy.
- Excellent organisation and time management skills with the ability to prioritise.
- Excellent Microsoft Office skills (particularly in Word, Excel and Outlook).
- Experience delivering creative projects.
- Experience working directly with artists.
- A commitment to diversity, representation and inclusion.
- Experience managing budgets and meeting financial targets.
- Experience of contract negotiation.

Desirable

- Experience and/or knowledge of the local area and its community and cultural scene.
- Experience of producing artistic activity in non-traditional spaces, including site-specific work.
- Experience of artist development.
- Experience realising projects with local community partners.
- Knowledge of the Spektrix box office system and/or Artifax event scheduling system.

We particularly welcome applicants with lived experience of disability and people from groups that are currently under-represented in the cultural sector.

Please remember, the deadline for applications for this role is Monday 21 February 2022 at 12pm. All completed Application Forms must be sent to jobs@shoreditchtownhall.com by this time. Late applications will not be accepted.

TERMS & CONDITIONS

Job Title: Cultural Programme Manager

Responsible to: Head of Cultural Programme

Contract: Permanent

Salary: £30,000 pro rata

Hours: 4 days a week

General office hours are 10am – 6pm

Flexible working will be actively considered and tailored according to individual needs and experience.

No overtime payments are given. We offer a Time Off In Lieu (TOIL) policy to be agreed in advance with your line manager and to be taken within a month of accrual.

Annual Leave: 22 days per annum pro rata, excluding Bank Holidays, increasing by one day per full year worked to 25 days per annum pro rata

Office Base: Shoreditch Town Hall, 380 Old Street, London, EC1V 9LT

Some remote working is possible especially during the pandemic

Benefits:

- Contributory pension scheme
- Cycle to Work scheme
- Complimentary tickets for the Town Hall's programme
- Staff discount at the Town Hall's bar
- Training and development opportunities

Notice Period: 8 weeks (2 weeks during Probationary Period)

Probationary Period: 3 months (subject to review)



NOTES & GUIDANCE

Equal Opportunities

We are committed to access, diversity and representation and believe that our programmes, workforce and organisational culture should genuinely reflect the range of backgrounds, perspectives and cultures that make up the communities we serve in Shoreditch, Hackney and beyond. We welcome applications from people of any colour, race, nationality, ethnic origin, religion, socio-economic background, marital status, sex, sexual orientation, age or disability.

Please ensure that you complete our Equal Opportunities Form and return it with your application. The information provided is entirely confidential and will be used for monitoring purposes only. All questions are optional and the form will be separated from your application before the selection process.

Accessibility

Should you have any access requirements or need any

reasonable adjustments to be made in order to apply and/or attend an interview for this role, please contact

[**jobs@shoreditchtownhall.com**](mailto:jobs@shoreditchtownhall.com).

How to Apply

Please complete all sections of the Application Form in black ink or type. We will use this Application Form to decide whether to invite you to interview or not, so please fill it in very carefully. Only applications made on the form will be accepted. **Please note that we do not accept CVs.**

The 'Information in support of your application' section is a particularly important part of the Application Form. This is your chance to tell us exactly why you wish to apply for this role and how you meet the criteria outlined in the Job Description and Person Specification.

References

One referee must be your present or most recent employer. If you are currently self-employed, you may use a

NOTES & GUIDANCE

client as a referee. If you are still in full-time education and applying for your first job, please give details of someone in authority from an educational establishment.

We will not approach your referees until after we have interviewed you. You may indicate whether we need to contact you before we approach your referee.

Criminal Records

We ask that you list any convictions, cautions, reprimands or final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). For most roles we will only ask for details if you are invited to interview. Only the people directly responsible for the recruitment will be informed of such a record.

Due to the nature of our work, candidates in certain roles may be required to undergo an enhanced DBS (Disclosure

& Barring Service) check, including a Criminal Records Check. A criminal record will not necessarily prevent you from securing a role; it will only be used to assess suitability for employment insofar as it is relevant to the role in question.

Right to work in the UK

Under the Asylum and Immigration Act 1996, we are required to check that applicants have the legal right to work in the UK. All successful applicants will be asked to provide the Town Hall with documentary evidence to support your entitlement to work in the UK prior to taking up employment.

Sickness Absence

Please state the number of days sickness absence you have had in the last 2 years. If you wish, you may give brief details.

NOTES & GUIDANCE (CONTINUED)

Shortlisting and Interviews

Shortlisting and Interviews in accordance with Shoreditch Town Hall policies, and all Application Forms received will be blind assessed by the role's Line Manager and considered against the Job Description and Person Specification for the role, and in our attempt to address systemic inequalities and additional barriers facing some people, any candidate who identifies as from a marginalised community (whether that be ethnicity, disability, gender or sexuality), will be guaranteed an interview as long as their application meets the essential requirements advertised. There will be a specific section on the application to self-identify for this purpose.

If you are shortlisted, we will invite you to an interview to take place in person or via video-conference. The interview will be with at least two representatives of Shoreditch Town Hall, including the role's Line Manager. Where possible, every interview will also include a tour of the building. Interviewed applicants will also

be invited to a second interview

Reasonable travel expenses for those attending an interview from outside of London will be reimbursed.

Written feedback will be provided to all interviewed applicants on receipt of a written request no later than 2 weeks after the date of the interview

Data Protection

Shoreditch Town Hall reserves the right to collect personal data for the purposes of recruitment. The personal data supplied in your Application Form will be handled, processed and stored securely within Shoreditch Town Hall and on Shoreditch Town Hall's servers for legitimate human resources and business management interests.

We store all applicants' data until we have successfully filled the role in question. At this point, we will either delete the data (both hard and electronic copies) or keep it on our electronic database for future roles, subject to written permission from the applicant.

We will not share your data with any third party or recruitment agency.

More information can be found in Shoreditch Town Hall's Privacy Policy here:

shoreditchtownhall.com/about/privacy-policy.html



Cartier: High Jewellery Launch
Credit: 6up Productions

