



---

## HEAD OF CREATIVE PROGRAMMES (MATERNITY LEAVE COVER)

### Job description

---

<b>Department:</b>	Creative Programmes
<b>Responsible to:</b>	Director
<b>Contract type:</b>	40 hours a week, (up to 1 year contract, maternity leave cover)
<b>Salary:</b>	£45,000
<b>Line manages:</b>	Programme Manager Freelance programming staff Artists commissioned by Woolwich Works

Level 4 SMT
Level 3 Managers
Level 2 Managers
Level 1 Team members

---

### ABOUT WOOLWICH WORKS

Woolwich Works is a multi-million pound cultural hub in the old military buildings of the Royal Arsenal that opened in September 2021. Our spaces include a stunning 1500m<sup>2</sup> former factory performance and events venue, rehearsal and performance studios, event spaces, outdoor courtyard and a beautiful, buzzing café bar. We're home to a number of world class resident artistic companies, including Carlos Acosta Dance Foundation, Chineke! Orchestra, the National Youth Jazz Orchestra, Luca Silvestrini's Protein and internationally renowned theatre company, Punchdrunk.

This job is being advertised by Woolwich Creative District Trust (the 'Trust'), an independent not-for-profit organisation founded to run Woolwich Works. We're here to build an exceptional, professional, inclusive creative community that delivers our mission to offer hope and opportunity by enabling people to realise their creative potential.

---

### ABOUT THIS JOB

The Head of Creative Programmes is the creative lead for Woolwich Works, taking responsibility for the Trust's owned public performance programme and artistic rentals and collaborating with the Resident Artistic Companies to shape the Trust's education and community programmes. With the Programme Manager, they will curate a year-round programme of live performance and events including but not limited to music, comedy, workshops, markets, dance and theatre for young audiences across multiple spaces varying from 60 to 1800 capacity and programme directly some defined 'festival bursts' of high animation and activity across the site each year.

The Head of Creative Programmes will be expected to lead on audience development and awareness, driving footfall and engagement beyond the performance programme.

As this is a maternity cover position, we would seek to have the successful candidate take up position during June 2024.

### Is this job for you?

We're looking for someone with a successful track record as a commercial programmer, assembling and managing high quality performance and participatory programmes that achieve or exceed target attendances and generate a profit.

You'll need to be comfortable and practiced with contract negotiations and budgeting, and used to doing show deals and building hire packages. Ideally, you'll also have experience of devising and delivering learning and participation programmes, and the ability to work collaboratively to deliver high quality creative experiences and opportunities is essential.

You'll be passionate about building a broad and exciting programme of live performance. as well as brokering a deal. You will be a supportive and caring line manager who champions knowledge sharing and you'll be able to articulate your thinking clearly to the team.

### How to apply

To apply for this role please visit [www.woolwich.works/jobs-and-opportunities](http://www.woolwich.works/jobs-and-opportunities). You will be directed to our portal to complete the online application form no later than **23.59 on 12<sup>th</sup> May 2024** (the 'closing date'). If you can't complete the form electronically, we can arrange an alternative version for posting - please contact us by phone to arrange.

We will ask for a CV and statement as to why you meet the person specification, highlighting your relevant work experience.

Interviews for this role are expected to take place on **22nd May 2024** – if applying, please keep this date free in case you're shortlisted.

If you're unable to complete a written application for any reason please either email us or call (020) 8035 8835 so that we can discuss alternative arrangements for assessing your suitability for the job. However, you must do so at least one week before the closing date above.

We're proud of the diversity of our community and aim to build a team that represents it. We therefore particularly welcome applications from people from black, Asian and ethnically-diverse backgrounds, and those identifying as D/deaf or disabled.

---

## RESPONSIBILITIES

1. To have overall responsibility for the public performance programme, achieving targets as set by the Director and ensuring that the programme is suitable for the venue, of high artistic quality, and commercially successful.
2. To be responsible for managing relationships with the Resident Artistic Companies with the aim to work together to support and build the Woolwich Works programme.
3. To work closely with the Director to develop the programme strategy, to build and implement new programme ideas, and lead the development of key programming moments such as *Beanfeast* and *Brassfest*, two new festivals hosted by Woolwich Works.
4. To work closely with the Head of Marketing on the Audience Development strategy, ensuring appropriate content is programmed to support the delivery of the strategy, and to ensure effective internal and external marketing and communications across artistic programme, and community and charitable impact



5. To work closely with the operations and technical teams to ensure event delivery is achievable, safe and sits within the parameters of the Woolwich Works license
6. To be responsible for all budgets relating to ticket sales, performance and community hires and public programming
7. To work with external promoters and community arts leaders to seek out opportunities to add value for the community through artist engagement in the form of masterclasses, Q&A and digital content.
8. To actively seek out and pursue events that will contribute to our objective to raise the profile of Woolwich and the Royal Borough of Greenwich.
9. To manage an increasingly busy calendar of events by working closely alongside the commercial team to ensure both departments achieve their goals.
10. To respond to and manage all hire enquiries related to public programming.

### **General responsibilities**

1. To champion and promote the values and behaviours set out in the Woolwich Works Competency Framework, promoting diversity and inclusion and acting as an ambassador for the Trust.
2. To act as a first aider, fire marshal or Duty Manager if required by the Operations Director or Managing Director.
3. To accommodate, support and encourage work experience placements, interns and apprentices.
4. To work safely and encourage and require others to work safely, in accordance with the Woolwich Works Health and Safety Policy and any other relevant policy or procedure.
5. To safeguard the organisation's data, working in line with the Trust's data protection policies and in accordance with the Data Protection Act 2018.
6. To be responsible for undertaking training and development as required to meet the needs of the organisation.
7. To always act in the best interests of the Trust, and in line with all company policies.
8. To undertake any other duty in line with the level of the job as may be required.

---

### **PERSON SPECIFICATION**

Woolwich Works is open to a range of flexible working to fulfil the whole of the above specification. This might be a single applicant, a partnership or job share, or something else. If you wish to propose something other than a single applicant, please articulate in your application the model you are proposing and how this will fulfil the job specification.

We'll decide whether to invite you for an interview by reviewing your application against the responsibilities above and the skills below.



### Minimum requirements

Please note that if you cannot demonstrate that you meet this minimum requirement, your application will not proceed through shortlisting.

- Significant experience as a successful commercial programmer in a relevant venue or organisation

### Essential skills and experience

- A. Contract negotiation
- B. Budgeting
- C. Performance hire
- D. Booking artists and performers and negotiating deals
- E. Event production and delivery
- F. Significant experience of managing a team
- G. Experience and understanding of marketing and communications

### Desirable skills and experience

- H. Experience of devising and delivering successful learning and participation programmes
- I. Experience of Artifax
- J. Live event health and safety management
- K. An in-depth knowledge of the Royal Borough of Greenwich

If we invite you for an interview, we'll explore your suitability for the job based on the contents of your application, this job description and our Competency Framework.

---

## CONDITIONS

As this is a maternity cover position, we would seek to have the person take up position during June 2024.

Hours:	40 hours per week. Sometimes evening, weekend and bank holiday working may be required for which no additional payment will be offered. You'll be expected to work operationally for major events.
Location:	You'll be based in Woolwich, southeast London. We may require you to work elsewhere or travel within the UK as part of your job.
Holiday:	Based on a full-time contract (40 hours over five days per week), you will have 25 days' holiday per calendar year plus public holidays (or days off in lieu of public holidays as business needs require).



Probationary period: Six months

Notice period: Prior to receiving written confirmation of the satisfactory completion of the probationary period, either you or the Trust can terminate employment by giving one month's notice in writing.

Following satisfactory completion of the probationary period, the notice period will be three months.

DBS check: You must tell us about any unspent criminal convictions when applying for this job, and undertake an enhanced Disclosure and Barring Service ('DBS') check if appointed (and at least annually thereafter). Having a criminal record will not necessarily bar you from working with us, but we will consider the nature of any disclosed convictions and their relevance to the job and the Trust. If you don't disclose information relating to unspent convictions, we'll withdraw any offer of employment that we may subsequently make, or terminate your employment.

References and right to work: Any offer of employment will be subject to the receipt of two satisfactory, written references, one of which must be from your most recent employer or professional contact. You must have the legal right to work in the UK.

---

*From the Royal Borough of Greenwich, for everyone.*

Founder:

