

Head of Programming

Salary Band:	£35,000 per year (depending on experience).
Contract:	Full time, fixed term (12 months initially).
Entitlements:	Standard Contractual.
Hours:	5 days per week (40 hours), Regular hours, Monday - Friday 9.30-6.30pm (evening and weekend work will be required).
Reports to:	Chief Executive.
Part of:	Senior Management Team (SMT).
Overtime:	No overtime payments; we operate a Time off in Lieu (TOIL) system.
Annual Leave:	29 days per year (inclusive of bank holidays).
Pension:	We operate a People's Pension scheme.

Seven Dials Playhouse

Seven Dials Playhouse is the West End's home for the development of professional theatre and artists. With a flexible 100-seater theatre, 50-seater studio theatre, and rehearsal studios, in the heart of the west end of London, Seven Dials Playhouse presents a year-round programme of world-class quality theatre. This consists of contemporary text, plays, and new writing, as well as an Associated Programme of workshops, masterclasses, debates, and events created in tandem with, and responding directly to, the themes of each production.

The ethos of Seven Dials Playhouse is centered on support for all professional artists, and creatives, a house of play to do exactly that. The building is open six days a week, 12 hours a day as a safe space in the heart of London for all professional artists, and creatives to network, to gather, to be.

The model is centred on the idea of collaboration, we facilitate opportunities for those working/wanting to work in the industry to be successful, those measures of success are self-defined hence communication/collaboration is key.

We present an eclectic mix of original, evocative, diverse, and challenging work that attracts a wide and varied audience. Our first season (February-June 2022) received critical acclaim, and several four- and five-star reviews.

Seven Dials Playhouse is a rebrand of The Actors Centre (established 1978), following an extensive overhaul of its business model and programming. As part of this we have disbanded the membership. This means that anyone who wants to use the space is more than welcome and encouraged.

Seven Dials Playhouse is both a limited company (1353824) and registered charity (275934). The organisation is not publicly subsidised hence our business model is derived from theatre, workshop, masterclasses, seminars, studio, and corporate hires, ticket sales, and bar income. We are about to embark on a fundraising and development journey with the implementation of a new strategy that seeks to diversify the current income model. This role will be instrumental in helping to achieve these aims.

Our **Vision** is a world leading theatre industry that is understood, needed, and valued by the general public.

Our **Mission** is to be the West End's creative home for the development of professional theatre, artists, and creatives. We will do this by creating opportunities and possibilities for people to collaborate on bold, challenging, high-quality work.

The role

We are looking for a passionate Head of Programming to work in collaboration with artists, and creatives, to curate/deliver an ongoing artistic programme.

The role will provide the opportunity to work creatively, and as part of the Senior Management Team (SMT) with our Chief Executive and Head of Marketing and Communications, to deliver impactful and high-quality theatre productions and oversee the Associated Programme.

You will have a thorough understanding of artistic and/or commercial theatre, excellent knowledge of the industry, a good reputation and network of contacts. Negotiation skills and a sound grasp of finance are essential, together with the ability to work under pressure. You will be able to communicate effectively, both in writing and verbally, and be comfortable working with people at/from all levels, backgrounds, experiences, and viewpoints. The ability to build and maintain relationships is essential, as is a strong interest, or track record, of working within a theatre/arts organisation.

You will have an eye for creative opportunity, a flair for business and the ability to lead, support and work alongside a wide range of artists, and creatives, in a demanding environment. You will be central to our continued growth and have substantial creative freedom to shape Seven Dials Playhouse's artistic programme.

This is an exciting time to be joining the organisation in a senior role during an exciting phase of change and redevelopment.

Key Responsibilities

Programming / Producing

Curating the organisations in-house artistic programme.

*This requires a wide range of programming skills – from scoping and developing a vision with a creative team to fundraising, devising of contracts, and budget management; from nuanced marketing and communications with diverse stakeholders, artists, creatives/or company liaison; to working with creative teams to ensure effective planning, scheduling, and procurement; and monitoring and evaluation to ensure that learning and development feeds into future programming.

*You should have a strategic eye for opportunity, be excited about seeing work, meeting with artists, and creatives to realise the shared/agreed vision.

Finance and Budgets

Creating and managing budgets with mixed income streams, including partnership budgets, to maximise the impact of the income, and the financial health of the organisation.

*Reporting to the Chief Executive, the Board, stakeholders/partners and working with the finance department to maintain good records and enable timely analysis of programme and organisational performance.

* As part of the Senior Management Team (SMT) you will seek and pursue areas for development, in support of the art, artists and creatives, and organisational vision, mission, and values.

Management/HR

As part of the Senior Management (SMT) Team you will offer support and leadership to the wider staff team.

*You will represent the organisation at meetings and events, as required, and maximise advocacy opportunities, from online meetings to in-person events.

This job description is a guide to the nature of the work required. It is not wholly comprehensive or restrictive and may be reviewed with the postholder and line manager as operationally required. We want to open this role up to as many people as possible. If you feel as though you could do the role, you should not be put off applying. Full training will be provided.

Person Specification

- The ability/experience/contacts to curate an impactful, high quality, and distinctive artistic programme.
- Experience of working with a diverse range of artists and companies.
- A network of wide-ranging contacts in the theatre/arts sector.
- Experience of managing budgets.
- Experience of managing people, and teams.
- A genuine and demonstrable commitment to maintaining the broadening of cultural diversity and access across all areas of Seven Dials Playhouse.
- The ability to work collaboratively and form effective partnerships internally and externally.
- The ability and ambition to work with a range of stakeholders at the highest level to position Seven Dials Playhouse as a cultural leader in all areas of its work.

Qualifications and Experience

- Experience of a leadership role in a comparable or complementary organisation is welcomed however, we are also keen to see people who feel ready to step up to the next level.
- Experience of working in the creative industry, specifically theatre.
- Management experience in a relevant and reflective role is welcomed however, we are also keen to see people who feel ready to step up to the next level.
- Proven track record of working in a busy and demanding office environment, including experience of managing a complex and varied workload.
- Experience of maintaining attention to detail and providing assured accuracy whilst working under pressure and meeting strict deadlines.
- Proven track record of diplomacy and working effectively with a wide range of people.
- Proven track record of setting and managing budgets.

Skills and Abilities

- Knowledge of, and strong commitment to, promoting equality and diversity, and the willingness to apply this knowledge in practice.
- Excellent time management, organisational and presentation skills, with ability to multitask, prioritise and problem-solve.
- Excellent written and verbal communication skills, including good telephone manner and ability to present well in person.
- Positive and outgoing approach to customer service.
- Ability to work as part of a team, and to stay motivated and use own initiative when working alone.
- Ability to exercise integrity and discretion in dealing with sensitive and confidential matters.
- IT-literate and highly proficient in using Microsoft Office, including Outlook, Word, and Excel.