

Vacancy Summary

Job Title:	Live Performance Assistant
Salary:	£19,128 per annum FTE (£11,476.80 pro rata)
Location:	Forest Arts Centre
Hours:	22.2 hours per week (3 days)
Type of Contract:	Permanent

Keen to develop your skills in promoting and programming live performance?

As Live Performance Assistant you'll support the live performance programming and planning process across Hampshire Cultural Trust's grassroots music and arts venues. You'll bring your enthusiasm and passion for live performance to help us create a vibrant, relevant and engaging live performance offer which is accessible to all. You'll be the first point of contact for many of the artists, promoters and agents approaching the venues and will be particularly responsible for building an excellent awareness of local Hampshire performers and networks. You'll be responsible for supporting the administration of events, festivals and showcases and will be encouraged to contribute your ideas and knowledge to our planning and project development processes.

A bit about you

You'll have expertise and understanding of one or more forms of contemporary live performance and experience of working in an arts or cultural context whether on a professional or voluntary basis. You may already have been programming, promoting or producing theatre, music or comedy events and will be keen to build your skills in a larger organisation. You'll have strong organisational and admin skills, be able to work flexibly across a number of venues, and be passionate about ensuring our programme is diverse and inclusive.

What it's like to work for us

At Hampshire Cultural Trust we have a vision to create inspirational culture experiences that enrich and transform lives. We manage and support 23 attractions across Hampshire and deliver county-wide outreach programmes that bring great culture to local communities. We also deliver a diverse range of wider social impact initiatives targeted at those who are most vulnerable or disadvantaged and who would not usually have access to arts and culture.

We are committed to promoting equality and diversity and a culture that actively values difference. We recognise people from different backgrounds and experiences bring valuable insights to the workplace and enhance the way we perform and work. Our levels of employee engagement are high and our organisational culture positive.



The benefits of working for us

- 25 days annual leave (pro-rated for part time working)
- Pension
- Life Assurance
- Cycle to Work Scheme
- Health Cash Plan
- Employee Support Programme
- Opportunities to learn, develop and progress
- Team Card - Free access in our fee paying venues and discounts across café and retail.

To apply please forward a copy of your CV together with a cover letter explaining why you would excel in this role to recruitment@hampshireculturaltrust.org.uk. Please note applications without a cover letter may not be considered.

Applications will be reviewed and shortlisted as they are received, so we would recommend to submit an application ASAP.

Closing date for applications: 5th December 2021
Telephone Screening Calls: From 30th November 2021
Interview date: 17th December 2021

To find out more about us visit our website www.hampshireculture.org.uk