

Role profile

Job Title:	Live Performance Coordinator
Location:	Forest Arts Centre
Line Manager:	General Manager
Line Manager to:	No Direct Reports
Matrix team:	Artistic Director Live Performance Coordinator Community Programme Coordinators Senior Marketing Officer (Arts)

Purpose of role:

To deliver and evaluate the live arts programme for Hampshire Cultural Trust's arts centres as outlined in the artistic strategy. To work across genres, including music, comedy and theatre, and in collaboration with HCT colleagues and external partners, to achieve artistic, impact and commercial objectives.

Main Responsibilities:

1. In accordance with the artistic strategy, to work closely with the Artistic Director on the delivery of a year-round live arts offer which engages and challenges local audiences and is aligned to the artistic strategy and objectives
2. Undertake the administrative duties associated with programme delivery, including coordinating operational requirements and risk assessments to ensure timely compliance, management, promotion and delivery
3. Ensure the programme meets budget and timescales by managing expenditure and negotiating appropriate terms
4. Develop and maintain programme evaluation tools and undertake regular monitoring to ensure the programme continues to meet artistic objectives and responds to trends, standards and audience expectations
5. Build and maintain long-term, mutually beneficially working relationships with partners and stakeholders including managers, promoters and artists
6. Work with staff from across HCT to develop new internal and external partnerships and identify opportunities for collaborative projects and programmes
7. Create opportunities to support and develop local artists, both emerging and established
8. Keep up to date with industry best practice and trends to ensure the programme remains high quality, progressive, representative of local communities and accessible to all

Other duties

- To undertake any other duties or projects commensurate with the nature and grade of this post as required by the organisation

Corporate and statutory initiatives - equalities/health and safety/environmental sustainability

- Maintain an awareness of and comply with Hampshire Cultural Trust policies and apply them to the day-to-day operation to ensure its legal and statutory obligations are met
- Comply with health and safety, safeguarding, equalities and environmental sustainability guidance and working practices
- Undertake appropriate training and development

Key competencies of role:

- 3.1 Relating and Networking
- 3.2 Persuading and Influencing
- 5.1 Learning and Researching
- 6.1 Planning and Organising
- 6.2 Delivering Results and Meeting Customer Expectations
- 7.1 Adapting and Responding to Change

Person Specification (competence requirement):

1. Essential qualifications

- Degree or equivalent experience

2. Essential knowledge/skill/experience

- Experience building strong relationships with internal and external stakeholders
- Specialist expertise in music, comedy or theatre
- Experience working with diverse audiences
- Demonstrable negotiation skills
- Ability to work collaboratively across different disciplines and sectors
- Ability to coordinate and prioritise concurrent projects
- Administration experience which may include managing correspondence, diaries, contracts, and invoicing

3. Desirable knowledge/skills/experience

- Established network of performing arts contacts
- Demonstrable experience developing and delivering a live arts programme
- Knowledge of best practice and trends in the arts

Working Conditions:

The following section provides an outline of the working conditions that may be encountered in this role:

- Manual handling of objects of weight 15kg on occasions
- Using Display Screen Equipment – desktop PC and laptop
- Night work (11pm - 6am)
- Noise (over 80 Db)
- Driving own vehicle or HCT vehicle for work purposes