

Job Title	Live Performance Assistant
Job Level	TBC
Location	Forest Arts Centre
Workstream	Culture Hubs
Function	Arts centres programming
Line Manager	General Manager, Forest Arts Centre
People Leadership	None
Diversity & Inclusion We are committed to promoting equality and diversity and a culture that actively values difference.	
Role Purpose To support the planning, coordination and delivery of a vibrant, relevant and engaging contemporary live performance programme across our three arts centres and the Winchester Discovery Centre.	
Responsibilities <ul style="list-style-type: none"> ▪ Work closely with the live performance programme team to support the planning and delivery of a live arts offer which engages and challenges local audiences and supports the artistic strategy and objectives. ▪ Respond to programming enquiries, administering the programming inbox and other systems and processes to ensure artists, promoters and agents receive prompt, clear information and queries are directed to the relevant programmer. ▪ Support the smooth administration and delivery of events, festivals, artist development projects and programmes, including regular music showcase nights and our county-wide artist network, ensuring they are inclusive, accessible and managed in line with organisational values. ▪ Foster excellent industry and stakeholder relationships with internal and external stakeholders, particularly maintaining and developing industry knowledge, awareness of local artists, venues, creative showcases and networks. ▪ Contribute ideas and knowledge to planning meetings, undertaking research and sharing findings with the wider team. ▪ Represent HCT at internal and external events including showcases and local networking events. ▪ Provide additional administrative support to the Artistic Director and live performance programmers as required ▪ Support any other duties as required. 	
Experience, Skills and Qualifications: <u>Essential:</u> <ul style="list-style-type: none"> ▪ Knowledge and understanding of one or more live performance disciplines, particularly contemporary music, comedy or theatre ▪ Experience of working in the arts or cultural industries or equivalent experience in a voluntary role ▪ Strong IT skills with experience using a variety of software including MS Office ▪ Excellent verbal and written communication, and the ability to work with people from a wide range of backgrounds ▪ Able to work to a flexible schedule, including weekend working and some evenings ▪ Strong organisational and administrative skills. ▪ High attention to detail <u>Desirable:</u> <ul style="list-style-type: none"> ▪ Full driving licence with the use of a car ▪ Experience programming, producing or project managing performance nights, festivals or events at a professional or voluntary level 	

- Understanding and experience of the different needs and interests of diverse artists and communities

Planning and organising

- Sets clearly defined objectives
- Plans activities and projects well in advance and takes account of possible changing circumstances
- Identifies and organises resources needed to accomplish tasks
- Manages time effectively
- Monitors performance against deadlines and milestones

Relating and Networking

- Establishes good relationships with customers and staff
- Builds wide and effective networks of contacts inside and outside the organisation
- Relates well to people at all levels
- Manages conflict
- Uses humour appropriately to enhance relationships with others

Achieving Personal Work Goals and Objectives

- Accepts and tackles demanding goals with enthusiasm
- Works hard and puts in longer hours when it is necessary
- Seeks progression to roles of increased responsibility and influence
- Identifies own development needs and makes use of developmental or training opportunities.

Adhering to Principles and Values

- Upholds ethics and values
- Demonstrates integrity
- Promotes and defends equal opportunities, builds diverse teams
- Encourages organisational and individual responsibility towards the community and the environment

Working with People

- Demonstrates an interest in and understanding of others
- Adapts to the team and builds team spirit, Recognises and rewards the contribution of others
- Listens, consults others and communicates proactively
- Supports and cares for others
- Develops and openly communicates self-insight, such as an awareness of own strengths and weaknesses

Learning and researching

- Rapidly learns new tasks and commits information to memory quickly
- Demonstrates an immediate understanding of newly presented information
- Gathers comprehensive information to support decision making
- Encourages an organisational learning approach (i.e. learns from successes and failures and seeks staff and customer feedback).
- Manages knowledge (collects, classifies and disseminates knowledge of use to the organisation)

Values


We have the courage to aim high and think differently



We are imaginative, resourceful and flexible in what we do and how we do it



We aspire to the highest standards in everything we do



We are all responsible for the success of the trust, as individuals and together



Through working collaboratively, we inspire our people to make their best contribution, share knowledge and celebrate our achievements



We are considerate, respectful and understand each other's similarities and differences

Created by: **Bridget Floyer** Date: **November 2021**

HR Review by: **Ameena Rahman** Date: **November 2021**