

Job Description	
Job Title	Music Programmer
Job Level	TBC
Location	Ashcroft Arts Centre, Forest Arts Centre and West End Centre
Workstream	Culture Hubs
Function	Arts Centres programming
Line Manager	Artistic Director, Arts Centres
People Leadership	None
Role Purpose	
To work collaboratively as part of the arts centres' programme team to plan, coordinate and deliver a vibrant, relevant and engaging contemporary live music programme for Hampshire Cultural Trust's three grassroots music and arts centres.	
Responsibilities	
<ul style="list-style-type: none"> • Work closely with the Artistic Director on the planning and delivery of a year-round live arts offer which engages and challenges local audiences and supports the artistic strategy and objectives. • Lead on the music programme planning process for all three venues, working collaboratively across the venue and HCT teams to identify priorities, set short and long term objectives, identify target audiences and contribute to strategic decision making. • Bring your passion for sharing live music with a local community to ensure the programme remains high quality, progressive, representative of local communities and accessible to all • Liaise closely with marketing, administrative and operational teams to ensure contractual, promotional and operational requirements can be met, and to ensure timely compliance, management and delivery. • Ensure the programme meets budget and timescales by managing expenditure and negotiating appropriate terms. • Develop and maintain programme evaluation tools, keeping up to date with industry best practice, and undertaking regular monitoring to ensure the programme continues to meet artistic objectives and responds to trends, standards and audience expectations. • Build and maintain long-term, mutually beneficially working relationships with internal and external stakeholders including managers, promoters and artists. • Develop new internal and external partnerships and identify opportunities for collaborative projects and programmes. • Create opportunities to support and develop local artists, both emerging and established. • Support any other duties as required. 	
Experience, Skills and Qualifications:	
<u>Essential:</u>	
<ul style="list-style-type: none"> • Significant expertise and understanding of a wide range of contemporary popular music • Demonstrable experience developing and delivering a cultural programme • Substantial experience of building strong relationships with internal and external stakeholders • Considerable knowledge of best practice and trends in the live music sector • Demonstrable experience of professional tools and systems, such as MS Office, social media tools and other online platforms. • Experience of working with diverse audiences • Demonstrable negotiation skills 	
<u>Desirable:</u>	
<ul style="list-style-type: none"> • Experience of developing digital projects and/or reaching audiences online • Experience and understanding of grassroots music venues • Established network of live music contacts • Administration experience which may include managing correspondence, diaries, contracts, and invoicing 	

<p>Relating and networking</p> <ul style="list-style-type: none"> 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 	<p>Persuading and Influencing</p> <ul style="list-style-type: none"> Makes a strong personal impression on others Gains clear agreement and commitment from others by persuading, convincing and negotiating Promotes ideas on behalf of self or others Makes effective use of political processes to influence and persuade others
<p>Creating and Innovating</p> <ul style="list-style-type: none"> Produces new ideas, approaches, or insights Creates innovative products or designs Produces a range of solutions to problems Seeks opportunities for organisational improvement Devises effective change initiatives 	<p>Planning and Organising</p> <ul style="list-style-type: none"> 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
<p>Delivering Results and Meeting Customer Expectations</p> <ul style="list-style-type: none"> Focuses on customer needs and satisfaction Sets high standards for quality and quantity Monitors and maintains quality and productivity Works in a systematic, methodical and orderly way Consistently achieves project goals. 	<p>Coping with Pressures and Setbacks</p> <ul style="list-style-type: none"> Works productively in a pressurised environment Keeps emotions under control during difficult situations Handles criticism well and learns from it Balances the demands of a work life and a personal life Maintains a positive outlook at work. Handles criticism well and learns from it

Values

 <p>CONFIDENCE</p> <p>We have the courage to aim high and think differently</p>	 <p>CREATIVITY</p> <p>We are imaginative, resourceful and flexible in what we do and how we do it</p>	 <p>EXCELLENCE</p> <p>We aspire to the highest standards in everything we do</p>
 <p>RESPONSIBILITY</p> <p>We are all responsible for the success of the trust, as individuals and together</p>	 <p>TEAMWORK</p> <p>Through working collaboratively, we inspire our people to make their best contribution, share knowledge and celebrate our achievements</p>	 <p>RESPECT</p> <p>We are considerate, respectful and understand each other's similarities and differences</p>

Created by:	Bridget Floyer	Date:	April 2021
People Team Review by	Ameena Rahman	Date:	April 2021