

# CURVE

## Producing and Programming Co-ordinator

### Job Description

### Person Specification

**DEPARTMENT:** Producing, Programming and Touring Department

**REPORTING TO:** Director of Producing and Programming

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#### POSITION SUMMARY

##### MAIN JOB FUNCTION

The Producing and Programming Co-ordinator is responsible for supporting the Director of Producing, Artistic Director and Producing and Programming department in the planning and management of Curve's produced and visiting artistic programme, providing high quality administrative and in-person support across the department. This role requires a highly organised individual capable of working across different tasks as well as a flexible approach to successfully juggling a broad range of priorities. The role will work full time in person at the theatre in Leicester.

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#### RELATIONSHIPS & POSITION IN THE ORGANISATION

##### KEY WORKING RELATIONSHIPS

**Responsible to:** Director of Producing and Programming

##### Key Working Relationships

**Internal:** Artistic Director, Producer (Made at Curve), Programme Manager, Director of Producing and Programming, and wider Production, Producing, Programming and Touring Team.

Creative Programmes, the Communications department, Events, Visitor Experience and Hospitality teams, Sales and Box Office.

**External:** Co-producers, co-producing theatres, tour bookers and promoters, visiting companies, visiting Production and Company Managers and freelance creative/ production teams

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#### JOB DESCRIPTION

##### MAIN DUTIES

1. Have overall responsibility for the coordination and administration of the Producing & Programming department including; diary management, drafting, distributing and collating production information and communications, deal sheets and contracts, and ensuring accurate records and files (digital and paper) are maintained.
2. To actively support the Producer on all documentation for Made at Curve companies ahead of arrival at the building to include, and not limited to, welcome packs, creation of lanyards and fobs and ensuring all companies feel welcome in our building during their stay with us.



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Registered in England 00772082  
Registered Charity 230708  
VAT registered 212480047



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3. To actively support the Programme Manager with administration for the visiting Programme including, drafting, distributing and collating information and communications, deals sheet and contracts, and ensuring accurate records and files (digital and paper) are maintained.
4. Provide day-to-day clear and effective administrative support to the Director of Producing and Programming including diary and meeting management, expenses reconciliation and artistic administration such as availability checks and contract drafting.
5. Coordinate and administrate all internal (and external as required) space bookings for the organisation, in collaboration with other departments as necessary, on its scheduling software. Ensure all relevant information is recorded to enable other departments to operate smoothly and that Curve's operations run as efficiently as possible, taking advantage of technology where possible.
6. Meet, greet and provide a point of contact in the building for visiting and Made at Curve companies across produced and visiting work when they arrive at Curve and throughout their residence at Curve, liaising with Company Managers, arranging and hosting first night drinks where appropriate.
7. Liaise with internal and external colleagues and actively coordinate and distribute information on all artistic activity (Produced and Programmed) to relevant departments as required (including Front of House, Technical, Finance and Communications) including the visiting company noticeboard, in a clear, timely and accurate manner.
8. Book travel and accommodation for the Artistic Team, creative and production staff, and communicate arrangements in a timely manner.
9. Take an active role in recruiting and communicating with community and young company casts for Made at Curve productions.
10. Assist in the processing expenditure, reconciling credit cards, petty cash, payroll and invoices, working closely with the Finance team.
11. Work with creative teams, including casting directors, on the coordination of rehearsals and auditions to ensure the Artistic Director's schedule runs smoothly and to set deadlines.
12. Attend, minute and circulate notes from meetings, as required, including production meetings, programming meetings and weekly diary meetings. Assist with the preparation of materials in advance.
13. Work closely with the Marketing and Access Manager to support the planning and delivery of Curve's accessible performances for both visiting and Made at Curve productions.
14. Maintain relevant databases of information, ensuring information is correct and up-to-date.
15. Where appropriate, attend events, networks and meetings on behalf of Curve either in person or online.
16. Be an ambassador and advocate for Curve, promote Curve's company values and behaviours and comply with and uphold the principles of relevant legislation and company policies and procedures.
17. Uphold the principles of, and adhere to, company policy and procedures relating to General Data Protection Regulations and to ensure that all data is dealt with in accordance with current legislation.
18. Undertake any additional tasks as may reasonably be required from time to time. The post-holder will be required to work from the theatre in Leicester.

It is a requirement of Curve that all staff work in a flexible manner compatible with their jobs and in line with the objectives of the company. The Producing and Programming Co-ordinator will be required to work weekends and evenings for the proper performance of their duties. Please note the job description for this position may be reviewed and amended to incorporate future business needs.

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## **PERSON SPECIFICATION**

**Essential: the successful candidate will meet the majority of these requirements.**

### ***Experience***

- Experience of working in administration and/or a busy office environment

### ***Skills and Knowledge***

- Impeccable administration skills
- Meticulous attention to detail
- Strong planning and organisational skills
- Ability to proof read
- Exceptional written and verbal communication skills
- Excellent time management skills
- Excellent computer literacy (including Microsoft Office)
- Ability to manage multiple projects concurrently

### ***Education, Training and Qualifications***

- Educated to degree level or equivalent

### ***Personal Attributes***

- Desire to work full time in Leicester, in an office environment
- Passion for theatre and disciplines across art forms
- Ability to react positively to quickly changing priorities
- Ability to remain highly organised in a busy, constantly changing environment
- Ability to plan and prioritise work effectively
- Ability to thrive under pressure
- Logical thinker
- Excellent team player and collaborator
- Ability to build positive working relationships with others
- Energetic and positive approach
- Flexible approach to work, including readiness to travel and to work evenings and weekends as required. On average, this role will be expected to work one evening per week, for example, attending shows at Curve and across the country
- Commitment to high standards of delivery with the resources available
- Commitment to equality of opportunity and staff development
- Commitment to the work and values of the theatre

**Desirable: the successful candidate should meet some of these requirements.**

### ***Experience***

- Experience of arts administration or theatrical programming or producing in a professional context
- Experience of negotiating and drafting contracts and the contracting process
- Proven experience of scheduling and planning projects, productions or programmes of work, including experience of scheduling software
- Experience of dealing with internal and external customers, stakeholders and suppliers.
- Experience of taking minutes of meetings
- Experience of working within a producing theatre
- Experience of programming work for festivals or venues
- Working knowledge of using YesPlan, Exchequer and Spektrix
- Experience of using financial systems/processing invoices
- Experience of data capture and stakeholder reporting

### ***Skills and Knowledge***

- Up to date knowledge and interest in the theatre industry, including knowledge of current trends in and issues affecting the industry
- Understanding of audience demographics
- Knowledge of producers, artists and work in the subsidised and commercial sectors
- Knowledge and understanding of audience development
- Awareness of Health & Safety practice and procedures
- Knowledge of the National Curriculum and programming arts for children and young people
- Strong numerical skills

### ***Education, Training and Qualifications***

- Theatre or arts administration qualification

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## **SUMMARY OF TERMS**

<b>Contract</b>	Full-time, Permanent
<b>Position Start date</b>	As soon as possible but accept notice may need to be worked
<b>Salary</b>	£23,808.72 per annum
<b>Probation period</b>	6 months
<b>Notice period</b>	4 weeks
<b>Pension</b>	Company auto-enrolment scheme
<b>Holidays</b>	25 days plus statutory Bank Holidays (pro rata)

### **Benefits (non-contractual)**

- Life assurance scheme
- Health cash plan
- Employee assistance programme
- Complimentary tickets
- Curve membership
- Eyecare vouchers scheme
- discount in the Café

- Travel loans
  - Access to Smart Go travel discounts
  - Staff wellbeing programme
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## Curve Values

**Creativity** - Nurturing imagination and talent to produce excellence.

**Community** - Working together to enrich the lives of our audiences, communities and the people around us.

**Respect** - Valuing the qualities, opinions and achievements of those around you

**Trust** - Believing in what we do, the people we do it with, and the work we create.

**Inspire** - Encouraging people to achieve extraordinary things.

**Kindness** – Be caring and considerate to others and yourself. Treat people with dignity and empathy to cultivate a positive and healthy environment.

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## Environmental Statement

At Curve Theatre, we recognise the vital importance of safeguarding the environment for current and future generations. To inspire positive change and promote sustainability, Curve Theatre has developed its 'Environment - Statement of Intent'. All work carried out at Curve will be done so with regard to this statement in order that our environmental goals can be met.