

LEEDS
PLAY
HOUSE



Photography by **Anthony Robling**

WE'RE RECRUITING

Programmer
Recruitment Information Pack

If you require a different format of this Recruitment Pack, please contact the HR & Learning team on 0113 213 7232 or recruitment@leedsplayhouse.org.uk

leedsplayhouse.org.uk

[@leedsplayhouse](https://twitter.com/leedsplayhouse)



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Leeds Playhouse

The Playhouse is a creative hub at the heart of Leeds. Our mission is to create world class, relevant and compelling theatre and transform people's lives by the power and vitality of our work. We believe our shared humanity is a powerful force for unity, equity and fairness. This has been our ethos since our founding in 1970 and is reflected today in our intersecting Creative Ecosystem. From the diverse and inclusive productions we make and present on our 3 stages, to the 1000s of artists we support through Furnace and to the communities and partners we connect with through Creative Engagement. This ecosystem ensures the voice of people, artists and audiences is always at the centre of our work.

Our theatre spaces, producing resources and activities are unique in our City Region and we create exceptional, relevant and inclusive theatre; providing access to unique high-quality live performances for the diverse 2.9m population of our City Region and leading our sector in innovative ways of meaningfully engaging with different artists and communities, particularly those most marginalised from mainstream culture.



“The Playhouse’s connection with Leeds, a city so rich in creativity and diversity, is inspiring. Its ethos of inclusivity and community means it is home to such incredible and vibrant storytelling. It’s a collaborative and innovative space and community to be part of.”

Rozina Breen, Chair of the Leeds Playhouse Board and Editor-in-Chief
& CEO of The Bureau of Investigative Journalism

This short film will help you understand what we’re all about:

youtu.be/AT98G3fWhvQ

Or check out our Twitter account @LeedsPlayhouse and mission and vision at

leedsplayhouse.org.uk/about-us/who-we-are/



Photography by Nick Singleton

What is the Role?

The role of Programmer is a vital new addition to the Playhouse team, reflecting our desire to present the widest range of artists and artforms across our three stages, providing a vibrant cultural heart for the Leeds City Region. The Programmer will play a key role in the delivery of presented programmes at Leeds Playhouse, from feasibility through to realisation on stage.

This role is being created at an exciting time for Leeds Playhouse – after a period of redevelopment from 2018 – 2019 followed by intermittent closure due to the pandemic, our unique building in the centre of Leeds is fully open and we’re rebuilding audience and visitor numbers with an increasingly varied and dynamic programme. The Programmer will support the organisation in building on the potential of the Playhouse and its performance spaces – both artistically and commercially. They will play a key role in growing the financial impact of our programme and the number of people coming to see work through developing and diversifying the programme.

This role sits within the Producing Team, which is led by the Director of Producing and delivers a year-round programme of produced, co-produced and presented work, including not only the best of UK subsidised and commercial theatre, but also a growing range of other artists and artforms that would otherwise not be available to the people of Leeds.

Close working relationships will be required with the Playhouse’s Production, Audiences and Finance departments, to help schedule seasons, set and meet budgets and income targets, and ensure all programmes of work are carefully planned, taking into account organisational resources.



Photography by David Lindsay

Who are we looking for?

We are seeking someone who will relish playing a crucial role in the creative eco-system of the Playhouse. You will recognise and value all that makes the Playhouse one of the most respected theatres in the UK whilst being capable of bringing fresh ideas and different ways of working to the organisation. You will be excited by the possibilities of working for an organisation that sits at the heart of a diverse and vibrant region that is currently hosting Leeds 2023 and planning for Bradford 2025.

We welcome people who share our values:

- Embracing our city
- Intensely human
- Ferociously energetic

You will have the vision, experience and skill, in challenging times, to help shape a wide-ranging programme that maintains Leeds Playhouse's position as a pre-eminent UK arts organisation, reflecting the mission and values of Leeds Playhouse and aligned with our programming aims. You will curate an extensive programme of visiting productions and one-off events across our three theatre spaces as well as in our large front of house spaces, identifying work of the highest quality by a diverse range of artists and art forms. As the Playhouse strives to grow the financial impact of our programme and the numbers of people passing through our doors, you will work to meet ambitious commercial and audience targets. In order to achieve this, you will be instrumental in supporting the Playhouse to develop and diversify our programme beyond theatre to include other art forms and artists such as comedy, dance, music, podcasts and panel events.

We welcome applications from people who consider themselves to be agents for change, working to create accessible and inclusive conditions for all who engage with the Playhouse to engage their full selves in an environment that is welcoming to all.

Main duties and responsibilities

The role main duties and responsibilities of the programmer role are:

1. Content:

- Co-ordinate the visiting programme of (including but not limited to) theatre, comedy, dance, visual arts, music, family work, live podcasts and panel events, working to meet ambitious commercial and audience objectives.
- Grow and diversify audiences at Leeds Playhouse through expanding the content of the visiting programme to include a broader range of artists and art forms.
- Research productions and content, share knowledge and facilitate discussion within programming meetings around artistic merits, audience development and financial potential.
- Ensure the programme of visiting work is diverse and includes work presented by Black, Asian and Global Majority artists, LGBTQIA+ artists, and deaf, disabled & neurodiverse artists.
- Keep abreast of touring companies' and promoters work, including attending festivals, shows and events in person and online with a view to programming at Leeds Playhouse.
- Foster excellent working relationships with external producers, promoters and event programmers.
- Proof brochures and other literature as required.
- Work collaboratively with colleagues from Producing, Furnace (Artistic Development) and Creative Engagement to identify and maximise ways that the programme of Leeds Playhouse fully embodies our creative eco-system.
- Take an active role in ensuring accessible performances are programmed across visiting work and audience opportunities identified and maximised.

2. Financial:

- Negotiate robust financial and contractual arrangements as agreed with the Director of Producing.
- Day-to-day responsibility for budgeting of all visiting work, ensuring ambitious but realistic audience and financial targets are in place with responsibility for meeting these targets.
- Prepare draft contracts and be the main point of contact for external promoters and producers.
- Provide regularly updated financial forecasts to the Director of Producing and wider Senior Management Team when appropriate.
- Working closely with the Finance Department, monitor all payment schedules against budget for visiting companies, ensuring all staff and visitors are paid on time and in accordance with the terms of their contract.
- Work with the Finance Department and Technical Director to collate information required for producing settlements for all visiting work.
- Maintain a clear overview of programme performance, collaborating with the teams to maximise pricing and opportunities connected with the shows.

3. Administration:

- Implement and maintain excellent administrative processes to create and deliver all visiting company contracts and agreements. Distribute all programming information effectively internally including updating the relevant schedules and calendars, providing information to the Production, Communications and Operations teams.
- Alongside the Technical Director, co-ordinate scheduling and practical arrangements for productions visiting the theatre.
- Ensure excellent communications with all teams to secure the effective delivery of the visiting programme.
- Working with the Audiences Team, actively monitor and evaluate the programmed work ensuring audience feedback and data informs decision making.
- Collate information from visiting companies in relation to licensing requirements including PRS/PPL and ensure rights are approved in advance of the production dates where necessary.
- Compile programme statistics and data for stakeholders, including completing the relevant sections of Arts Council and Leeds City Council reports and other stakeholder reports as required.
- Attend regular meetings as required.

4. Artist Welcome:

- Act as the first point of contact for all visiting productions and artists.
- Working with the Company Stage Manager and the Producing team, keep the Accommodation List and Welcome Pack up to date and ensure they are made available to all visiting companies, making sure all visiting artists are aware of our expectations that all people are welcome at Leeds Playhouse and the processes by which anyone can report any issues of concern.
- Meet and greet visiting companies, liaising with the Company Manager, arranging first night drinks where appropriate and generally ensuring visiting companies feel welcome at Leeds Playhouse during their time with us.
- Lead post-show talks and events with visiting artists/companies where appropriate.
- Ensure visiting companies and artists comply with current legislation and guidance on safeguarding young people and vulnerable adults where appropriate.

5. General:

- Undertake line-management duties where appropriate, including mentoring and supporting Trainees occasionally engaged by the Playhouse.
- Contribute to how Leeds Playhouse, as a building with civic responsibilities, can be curated in a way that opens up the entire site, whilst complimenting the work on our stages.
- Play a role in the life of the wider Playhouse, working across departments to develop a positive and engaged organisational culture.
- Represent the Playhouse at external events, forums and industry panels both locally and nationally.

- Keep abreast of relevant developments nationally, within the arts in general and within theatre in particular.
- Participate in all training and development initiatives as required by Leeds Playhouse.
- Comply with the organisation's policies and legal obligation regarding health and safety, data protection, environmental, health and employment practices. All staff are expected to demonstrate an understanding of, and adherence to, our safeguarding policy, including a duty to report any issues of concern. As a manager you would have a role in supporting staff who have concerns about the safety of vulnerable people and ensuring that appropriate reports are made in accordance with Safeguarding Procedures.
- Be an ambassador and advocate for Leeds Playhouse and our ethos and values.

Any other duties

The duties and responsibilities set out should not be regarded as exclusive or exhaustive. The post-holder may be required to undertake other reasonably determined duties and responsibilities within the organisation which are appropriate with the level of the role without changing the general character of the post.

The post-holder may also be called upon to carry out duties that would not normally be associated with the post on a temporary basis where there is a strong organisational requirement for that to happen. The post-holder would be given appropriate training and equipment to carry out any duties of this kind.

Key Relationships

The role of Programmer is a member of the Producing team that sits within the Artistic Planning Department.

You will be line-managed by the Director of Producing, **Alecia Marshall**.

Internal

- Producing Team
- Artistic Director & CEO
- Executive Director
- Deputy Artistic Director
- Associate Director
- Furnace Producer
- Other members of the Senior Management team including, but not limited to the Associate Director (Creative Engagement), Technical Director, Finance Director, and Director of Audience

External

- Visiting artists, producers and promoters
- Production companies and venues
- Furnace and Creative Engagement participants, as required
- Trainees and other people engaged in learning opportunities
- Funders

Person Specification

Essential

If you do not demonstrate that you meet all these criteria you may not be shortlisted.

- Experience of programming and/or producing.
- Demonstrable negotiation and networking skills.
- Proven experience of budget management and excellent numeracy.
- A proficient communicator with a commitment to providing excellent customer care.
- Excellent administrative and diary management skills, with an organised and methodical approach and exceptional attention to detail.
- Experience of writing and issuing deal memos and contracts for projects.
- Ability to multi-task and work under pressure to meet strict deadlines and financial targets.
- Experience of proof-reading publicity and marketing materials.
- Good IT skills (Microsoft Office including Excel, Outlook and Word).
- An ability to work with people from a wide range of backgrounds together with a commitment to diversity, accessibility, equity and inclusion, and a genuine enthusiasm for working closely with our local communities.
- Strong team player who collaborates well with a range of colleagues.
- Flexible approach to working, including the willingness to work unsocial hours.
- Commitment to the work and values of the theatre.

Desirable

If we need to choose between candidates who meet the essential criteria, we may take some of these factors into account.

- Specialist knowledge in and passion for an art form/s other than theatre (eg: comedy, music, dance etc.).
- Knowledge of or interest in developing knowledge about the culture of Leeds communities which may be under-represented in the current programme.
- Understanding of audience development, income budgeting and ticket pricing concepts.
- Line management experience with a leadership style that inspires and empowers others, fosters a strong team spirit, and enables collaboration.
- An understanding of the theatre production process.

- Experience of working in a producing theatre.
- Experience of identifying and building fundraising opportunities.
- Experience of supporting deaf and disabled artists and creative work with access at its heart.
- A wide range of industry contracts.
- Knowledge of the international arts scene.
- Experience of supporting artist development programmes and nurturing creative talent.
- Knowledge of resource management software, such as Yesplan.
- Awareness of Health & Safety practice and procedures.

Terms & Conditions

Period of work

This is a permanent contract, subject to successful completion of a probationary period of three months.

Pay

£35,000 annual salary

Hours

Full-time. 40 hours per week, consisting of 35 hours of paid work, plus 5 hours of un-paid breaks.

Due to the nature of this role, this post requires someone who is willing to work regular evenings and occasional weekends.

You will not be paid for any overtime.

Holidays

20 days per year plus public holidays, increasing with length of service.

The holiday year runs from 1 September to 31 August each year.

Notice period

The notice period will be 12 weeks.

Location of work

Your main place of work will be Leeds Playhouse, but you may be required to work permanently or temporarily at other locations in the Leeds City Region. This role will also involve some national and, occasionally, international travel.

It is expected that post holder will spend a minimum of 60% of their time (ie: a minimum of 3 days) per week working from Leeds Playhouse.

Other benefits

- Contributory staff pension

Non-contractual benefits

- Free-to-use employee assistance service
- Staff ticket discount
- Staff discount in Playhouse food and drink outlets
- Discount at local gym

Offers

Any job offer we make is subject to:

- Receipt of 2 satisfactory references
- Proof of eligibility to work in the UK

Diversity, Equality & Safeguarding

We embrace diversity in all its forms and we positively encourage deaf and disabled people, African Diaspora people, East, South East and South Asian people, or people from other ethnically diverse backgrounds, to apply.

Together we're working on a Plan for Change to ensure Leeds Playhouse is an anti-racist organisation that is welcoming to everyone. You can read more about our Plan for Change here.

<https://leedsplayhouse.org.uk/about-us/plan-for-change/>

We have a champions and allies support system for all protected characteristics so no one should feel marginalised or unable to raise their views. Leeds Playhouse aims to ensure that no potential or actual employee receives more or less favourable treatment on the grounds of race, colour, ethnic or national origins, marital or civil partner status, sex, sexual orientation, gender reassignment, age, religious beliefs, care experience or socioeconomic situation. We will make adjustments as necessary to ensure disabled people have equal opportunity and access.

We guarantee to interview any candidate with a disability who has the skills, experience and values for the role they're applying for.

The Playhouse is committed to safeguarding and operates an environment where all staff are expected to report any concerns about vulnerable people, or about the behaviour or practice of colleagues and other people they come into contact with.

Guidance

Please refer to the separate guidance document on how to fill the online application form, found on the job page.

Please read the job description carefully before starting your application to ensure that you meet all of the essential criteria and are able to provide evidence in your application to support these areas. Only relevant information will be considered when shortlisting candidates.

Your application will be retained securely for 3 months before being destroyed if you are unsuccessful, and for up to 12 months if you are successful.

Access

We are members of the **Disability Confident** scheme. Subject to practicalities in the event of a large number of applications, we will interview all candidates who identify as disabled and who demonstrate that they meet all the essential criteria that they are given an opportunity to evidence on the application form.

Please clearly state on your application if you are disabled, and if you need any adjustments to participate in the recruitment process. Remember that the panel will not see information on your Inclusion and diversity monitoring form. You are not asked to provide the panel with details of any disability at this stage of recruitment - just what we may need to change to help you fully participate in this process.

If you would like to submit an application in another format we would be happy to support you and accommodate this. Please contact the HR & Learning team on chris.coates@leedsplayhouse.org.uk to discuss a suitable alternative.

Find out more

Please contact **Alecia Marshall** the Director of Producing on alecia.marshall@leedsplayhouse.org.uk