

Programming Assistant

Supporting both the live and flicks teams

Job Description

Overview

The main aim of this post is to assist both the Live events and Flicks teams to deliver on our priorities and to help with all administrative aspects of the running of Arts Alive. We have a dedicated Artistic Director, Marketing and Engagement Manager, Promoter and Audience support staff and this role is to support the team administratively in these respective roles.

Live Events

- Admin support with the application process for artists applying to tour with us
- Scheduling - matching dates and venues for programming companies into venues
- Making diarised schedules for company and venue contact throughout the season
- Compiling contracts for companies and venues for events
- Liaising with artists to collect marketing material for each season including videos, images and other assets and other documents such as Public Liability and Risk Assessments
- Physical printing of some marketing materials and posting to venues
- Assistance with event listings on external websites including Facebook
- Assistance with show research to support the marketing of shows
- Creating and managing bookings for training events for Promoters and artists on platforms such as Eventbrite
- Emailing pre and post-event baseline/feedback to artists, companies and participants of events
- Collating post-event feedback and monitoring
- Diarising team meetings and other events, as required
- Agenda collation for team meetings and note-taking. Attending other meetings (online and in person) as required to take notes and capture actions
- Updating records of activity as required
- Attendance at selected events throughout the year, including the annual live event
- Any other reasonable task linked to the administrative support of the live programming

Flicks

- Emailing of pre and post-event monitoring and feedback to audiences and participants (including promoters)
- Assistance with the collation of monitoring and feedback from audiences
- Assisting in the production of posters for selected venues and other advertising media

- Assistance with film research to support marketing of films E.g. have they won any awards?
- Attendance at selected events throughout the year including the annual flicks event
- Any other reasonable task linked to the administrative support of the Flicks programming

Overall

- Assist in preparation for Trustee meetings, including booking space, and emailing Trustees, taking minutes etc.
- Compiling and updating mailing lists for artists, audiences, promoters and other stakeholders
- Reconcile Paypal and Stripe ticket sales
- Checking invoices sent to Xero and forward for processing to our accounts team
- Assistance in basic website updates via Umbraco
- Thank you emails to donors and givers
- Assistance with banking and postage
- Work with and assist where necessary other members of the team including Marketing, Audience and Promoter Support
- Any other reasonable task.

Contractual Details

Where	The post is a hybrid working post - with the expectation of being able to travel to our Bishop's Castle office for a minimum of one day per week as required by the Artistic Director. Currently this is a Thursday. To attend some events during the year in Shropshire and Herefordshire.
Hours	22.5 hours weekly
Salary	£23,400 (the pro rata salary for 22.5 hours per week would be £14,040)
Annual Leave	25 days plus Bank Holidays (again this is pro-rata so would be a proportion of this)
Notice Period	Termination of contract will be 1 month on either side
Reports to	Artistic Director
	Six-month probationary period Performance review after three months
	It will involve some evening and weekend work and travel throughout the region – so car ownership and possession of a full driving licence are essential
Expenses	Travel expenses are paid
Pension	Employer workplace pension 3% contribution. Assessment for auto-enrolment will be postponed until completion of probation.
Well-being	Employees are encouraged to take 1 hour off a week - to do some well-being or mindfulness activity in work time.
Flexi time	Any reasonable working pattern requests will be considered including annualised hours, hours that fit in around school day, caring responsibilities e-t-c

Person Specification	
ESSENTIAL	DESIRABLE
<i>These are the minimum criteria needed for the job and the job cannot be done without meeting these criteria.</i>	<i>The job could be done without meeting these criteria but will be considered if more than one candidate satisfies the essential criteria.</i>
EXPERIENCE/KNOWLEDGE/SKILLS	
<ul style="list-style-type: none"> • Ability to work as part of a small team working to tight deadlines • An ability and desire to learn • Be enthusiastic and flexible • Ability to be creative and come up with new ideas • Sound administrative and organisational skills with the ability to keep clear and accurate records • Excellent writing skills • Strong verbal communicator • Excellent interpersonal and relationship management skills • Understand our objectives and ethos • Prepared to work occasional unsociable hours (evening / weekend) • Access to secure, reliable and efficient broadband service at remote work site and/or a home office • Able to drive and have a car 	<ul style="list-style-type: none"> • Experience of working with a wide variety of people, both creative professionals and volunteers • Passion for the arts and/or Films • An understanding of general rural issues • Knowledge of the specific rural areas and the village hall volunteer network • Experience with computers and software tools, especially Canva and Databases • Experience with data entry systems • Experience of using Xero • Experience of using Umbraco

How to Apply

If you are interested in applying just let us know:

- Why you would like this job?
- What relevant experience you have?
- Why you'd be a great asset to our team?

You can do this in various ways;

- Video or voice note (5 minute max – larger files can be sent via Dropbox or We Transfer)
- Powerpoint Presentation (no more than 10 slides)
- CV with cover letter

Feel free to pick and choose one of these or all the formats (this won't impact your application).

Also send the names of two people who are willing to be your referees, with their email addresses.

Zoom Interviews will likely take place on: 11th December with face-to-face interview on the 18th December.

DEADLINE FOR APPLICATIONS: 6th December @ 5pm

Please email your application to with the email header NEW APPLICATION:

ian@artsalive.co.uk



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ENGLAND**

