



LIVE PROGRAMME ASSISTANT

Job Description

Title:	Live Programme Assistant
Responsible to:	Head of Live Programme
Department:	Programming
Salary:	£26,000pa
Hours:	Full time, 160 hours over a four-week period. Evening, weekend and public holiday working is a requirement of the post. Annual Leave entitlement : 23 days, rising to 25 days after 2 years service plus public holiday entitlement.

OVERVIEW

The Live programme at the Pavilion encompasses all commercial live music, comedy, theatre and cinema both in the auditorium and multiple other spaces in the building, outside and offsite.

The Live Programme Assistant will work under the direction of the Head of Live Programme to assist on the delivery of our popular and intelligent auditorium programme that responds to local, regional and national audiences. This post is critical in assuring the smooth delivery of events and maintaining our national reputation in the industry as the most significant venue on the south coast.

OUTLINE OF ROLE & RESPONSIBILITIES

- Ensure the planning and smooth running of all commercial live programme activities in the DLWP from point of contract to completion providing efficient operational and logistical delivery and onsite artist liaison.
- Provide efficient and accurate communications with clients and promoters, to ensure their queries are answered in a timely and professional manner.
- Conduct efficient site visits with external contacts to facilitate the accurate logistical and financial planning of their activity.
- Liaise with all internal departments during the negotiation and pre-contract stage to determine if an event is feasible and logistically possible.

- Liaise and build relationships with all other DLWP teams (e.g. operations, technical, marketing, finance, fundraising), ensuring the dissemination of relevant information via internal Event Directives and other databases where appropriate.
- Ensure all production information, regulatory requirements and all health and safety documents are submitted and approved for each event.
- Assist directly, and be hands on, with production and technical aspects of events where required.
- Contribute to the operational and financial planning of other DLWP activities, produced events and creative work.
- Produce and disseminate all contracts for music activities with external promoters. To ensure that all contracts are signed prior to the events going on sale.
- Ensure that the planning diary, music diaries, client files, event files, databases and room-booking systems are kept up to date including relevant future actions and issue all appropriate information to the Technical and Operations teams to ensure the smooth delivery of live music events.
- Attend regular Forward Planning meetings.
- Identify and provide the opportunity for young people to engage and work alongside industry professionals at music events.
- Work closely with the Head of Live Programme, Learning & Participation and Exhibition teams to develop and deliver specific community, skills and engagement programmes.
- Support the development of unified systems of working across programming, music and events, increasing departmental efficiency and operational departments confidence in delivery.
- Provide financial support including budget and invoice management, updating financial reports and assisting in working to the agreed departmental budget.
- Administering detailed financial settlements
- Keep operational procedures up to date to ensure best practice and allow for creative solutions.
- Support the Head of Live Programme and Box Office Team with setting up shows with all relevant ticketing and operational information ready for them to go on sale.
- Promote and comply with current legislation and DLWP policies on Equality, Diversity and Health & Safety both in the delivery of services and the treatment of others.
- Promote, develop and comply with our policies and practices to lessen the environmental impact of DLWP.
- Be responsible for identifying and undertaking training and personal development to meet business needs.

- Undertake any other reasonable duties, commensurate with the level of the post so as to ensure the smooth running of DLWP

PERSON SPECIFICATION

Essential:

- Excellent organisational skills and impeccable attention to detail
- Excellent communication and accuracy in written communication
- Professional experience of either music event management, artist liaison or music booking and promotions
- A working knowledge of the live music industry and a good understanding of contemporary music genres
- A solid understanding of the technical and production elements involved in live music
- Strong time management skills
- Strong project management skills
- Good influencing & negotiation skills
- Team player who can work effectively across departments
- Ability to work calmly under pressure and to high standards, with exceptional attention to detail
- A working knowledge of diary management and room booking systems
- Commitment to promoting equal opportunities and cultural diversity
- Strong numeracy and MS Excel Skills.

Desirable:

- Understanding of the DLWP stakeholders and core activities, to enable positioning of the venue for maximum impact both artistically and financially
- A thorough knowledge and appreciation of the DLWP brand and organisational objectives
- Experience of setting and successfully managing budgets
- Experience in working within a large, complex arts venue

NOTES

The minimum working hours for the full-time post is normally 160 hours over a four week period. However, due to the nature of the work, actual working hours may exceed this total and will involve evening and weekend work. This is considered part of the contract and reflected in the grading for the post.

The job description is current as of January 2022. It outlines the main duties of the position and is designed for the benefit of both the post holder and the organisation in understanding the prime functions of the post. It should not be regarded as exclusive or exhaustive.

In particular, given the grading and nature of the post, the responsibilities of the post-holder may well change from time to time.

Management has the right to vary the duties and responsibilities after consultation with you.

DIVERSITY, EQUALITY & INCLUSION

At the De La Warr Pavilion, we are committed to building a diverse and inclusive community that reflects the diversity of our society as fully as possible. A community of staff, residents and audiences where everyone feels valued, where their contribution matters and where they can reach their full potential, irrespective of their background, identity or circumstances.

We are committed to ensuring we are hiring people that reflect the South East in its broadest form and we are currently taking action to improve representation from Black, Asian and ethnically diverse, LGBTQ+ and lower socio-economic communities and those with a disability.

We welcome applications from the above under-represented groups.

Please visit <https://www.dlwp.com/about-us/> to find out more about us.