# East Herts Logo JOB DESCRIPTION

This form summarises the purpose of the job and lists its key tasks. It may be varied from time to time at the discretion of the Authority, in consultation with the postholder.

Job title Theatre Programming Assistant (Part Time, 21 hours p/w)  
Reports to Creative Programme Manager  
Team BEAM  
Grade 4  
Last updated 24th February 2025

## Job Summary

* Following a £30m redevelopment and four-year closure, BEAM has reopened and is delivering a public programme of first release film and world-class live performance programme.
* To provide Programming assistance for the delivery of the creative programme offer, and across all the spaces in the new building, with a particular focus on Hires.

## Key Tasks

### Operational Responsibilities

* Assist in the planning and scheduling of programmes across stage, cinema and community spaces.
* Support the administration of the delivery of the creative programme offer in line with the programming strategy.
* Work within and contribute to administrative processes, systems and tools for the programming department, in line with those of the other departments.
* Oversee the department’s promotion and co-ordination of the administration requests for the hiring of the theatres, cinemas and community spaces, liaising with prospective Hirers as appropriate.
* Liaise with the other BEAM departments to ensure the creative programme offer is deliverable.
* Maintain accurate and comprehensive contact databases.

### Management / Supervisory / Team Working Responsibilities

* Work closely with the colleagues in the Programming Team to support the delivery of BEAM’s existing & future projects, including productions, venue hires talent development, well-being and education & outreach projects.
* Support the Venue Director and Creative Programme Manager with the administrative tasks associated with delivery of productions as necessary.
* Work closely with the Creative Programme Manager and the programming team to explore appropriate avenues of external project funding.

### Communication & Contacts

* Coordinate feedback and stories from BEAM programming delivery where necessary.
* Maintain excellent relationships with community organisations, partners creatives, freelancers, funders and project participants where applicable.
* Work with the creative programme manager to ensure all appropriate licences are in place to support any children in performance during BEAM productions where necessary.

### Financial / Budgetary Responsibilities

* Support the administration of contracting of productions, performers, producers and hirers where necessary.
* Support the PRS and PPL information gathering and support the recharging process accordingly.
* Carry out operational tasks such as issuing contracts, creating and distributing promotional materials, sourcing suppliers where necessary.

### Other

* There is some opportunity for blended working but there will be a requirement to be in the building as agreed with the Creative Programme Manager.
* The post holder may be required to work unsociable hours including evenings and weekends from time to time, in response to business needs.
* Undertake such other duties as may be reasonably be determined by the Creative Programme Manager and Venue Director.

# East Herts Logo

# PERSON SPECIFICATION

This form summarises the purpose of the job and lists its key tasks. It may be varied from time to time at the discretion of the Authority, in consultation with the postholder.

Job title Theatre Programming Assistant (Part Time)  
Reports to Creative Programme Manager  
Team BEAM (formerly Hertford Theatre)  
Grade 4  
Last updated 24/02/2025

We want the postholder to be able to demonstrate the following competencies to a high level and want to use these to the full in their work. This is more important than having a great deal of direct experience of the job content, and we will be looking for evidence of all the following key competencies during the selection process, if you are shortlisted.

* Personal effectiveness
* Proactive
* Managing relationships
* Communication
* Customer focus
* Commercial focus

## Key Criteria

### Qualifications and Experience

* Previous experience in a similar role providing administrative support with a track record of working with Microsoft Office packages.
* The ability to multitask in a fast-paced environment working with a range of project leads.
* Excellent attention to detail.
* Experience of cultural organisations, programming an adventurous, progressive but commercially viable programme of events is a bonus.
* Experience of monitoring contracts from a range of entities, producers, promoters and hirers is a bonus.

### Specialist Knowledge and Job Requirements

* The ability to be an organised self-starter with excellent time management and communication skills.
* An understanding of or interest in current cultural trends in theatre, cinema, comedy, music and dance.
* An understanding of or interest in how to build new audiences and continue to serve established audiences particularly family audiences.
* An understanding of the various contracting terms and conditions applicable to live events eg Guarantees, box office splits, first calls etc and how that impacts on the bottom line return is a bonus.

### Other

* Comfortable and familiar with the use of administrative software eg Word, Windows 365, Teams etc.
* Whilst there is an opportunity for blended working you will want to be in and around the building when you can, engaging with the team, the audiences and building creative networks both locally and regionally.
* The ability to prioritise your work, show initiative in problem solving, and have a good eye for detail.
* The council is committed to safeguarding and promoting the welfare of all its residents specifically children and vulnerable adults. The council expects all its staff to have an understanding of Safeguarding and to share this commitment.