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Sadler's Wells

Head of Programme Management



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Welcome

Thank you for your interest in joining Sadler's Wells. This is a senior role which will make a fundamental contribution to our recovery, future growth and development. We hope also that it will be a great opportunity for you in your own career.

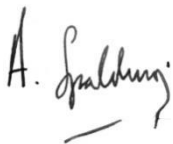
Sadler's Wells holds fast today to the vision that Lilian Baylis instilled here almost a century ago: that great art should belong to everybody. Our **mission** is to make and share dance that inspires us all, and our **vision** is to create, through dance, a depth of connection beyond borders, cultures and languages, so we see ourselves in each other. We also have four **values** we live by as an organisation – Excellence, Collaboration, Inclusion and Innovation.

When artists and audiences talk about Sadler's Wells, they use the words: 'innovative, exciting and risk-taking'. Trying new things is part of our core purpose, and it's more important today than it has ever been.

This is an exciting and complex time in the theatre's history as we recover from the impact the coronavirus pandemic has had on our business model and work towards opening a third venue in Queen Elizabeth Olympic Park in east London in 2023. This mix of recovery and expansion, which takes place in the context of a rich and ambitious artistic programme, requires a Head of Programme Management. This role will deliver a programme to drive forward our priorities in the run up to opening Stratford.

This role offers you the opportunity to bring your ideas, passion, knowledge and experience to Sadler's Wells. In return, the successful candidate will be part of a strong and supportive team in a world class arts organisation.

With best wishes



Alistair Spalding, Artistic Director and CEO



Background Information

Sadler's Wells is a world-leading creative organisation, dedicated to presenting, producing and touring dance made today in all its forms. Sadler's Wells commissions, presents and produces more dance than any other theatre in the world – from tango to hip hop, ballet to flamenco, Bollywood to cutting-edge contemporary dance. With an innovative, year-round programme of performances and learning activities, this is the place where artists come together to create dance, and where we welcome everyone to experience dance and be inspired.

Our aim is to reflect and respond to the world through dance: enabling artists of all backgrounds to create dance that moves us and opens our minds; sharing those experiences with the widest possible audiences to enrich their lives and deepen their understanding of what it means to be human.

In normal times, over half a million people come to our theatres in London each year, with many more enjoying our touring productions at partner venues across the UK and in cities around the world. Sadler's Wells Theatre has been located in Islington since the 17th century. Our modern day theatre comprises a main auditorium (1,500 seats); the Lilian Baylis Studio (180 seats); three rehearsal studios; bars, a café, facilities for private and corporate entertaining and offices for Sadler's Wells' colleagues.

Our second theatre building and West End home, the Peacock (1,000 seats), is subject to a unique agreement whereby Sadler's Wells and the London School of Economics jointly manage it, with the LSE presenting its lectures to students during the day and Sadler's Wells presenting theatre at night.

Future Plans

Plans are underway for the development of a third venue in east London's Queen Elizabeth Olympic Park. Sadler's Wells' new space will be located on the Stratford Waterfront site, opposite the London Aquatics Centre, alongside UAL's London College of Fashion and the V&A Museum. The site will form part of a new cultural and education district, which will also include a major new University College London (UCL) campus and have direct links to the creative communities already based in east London.

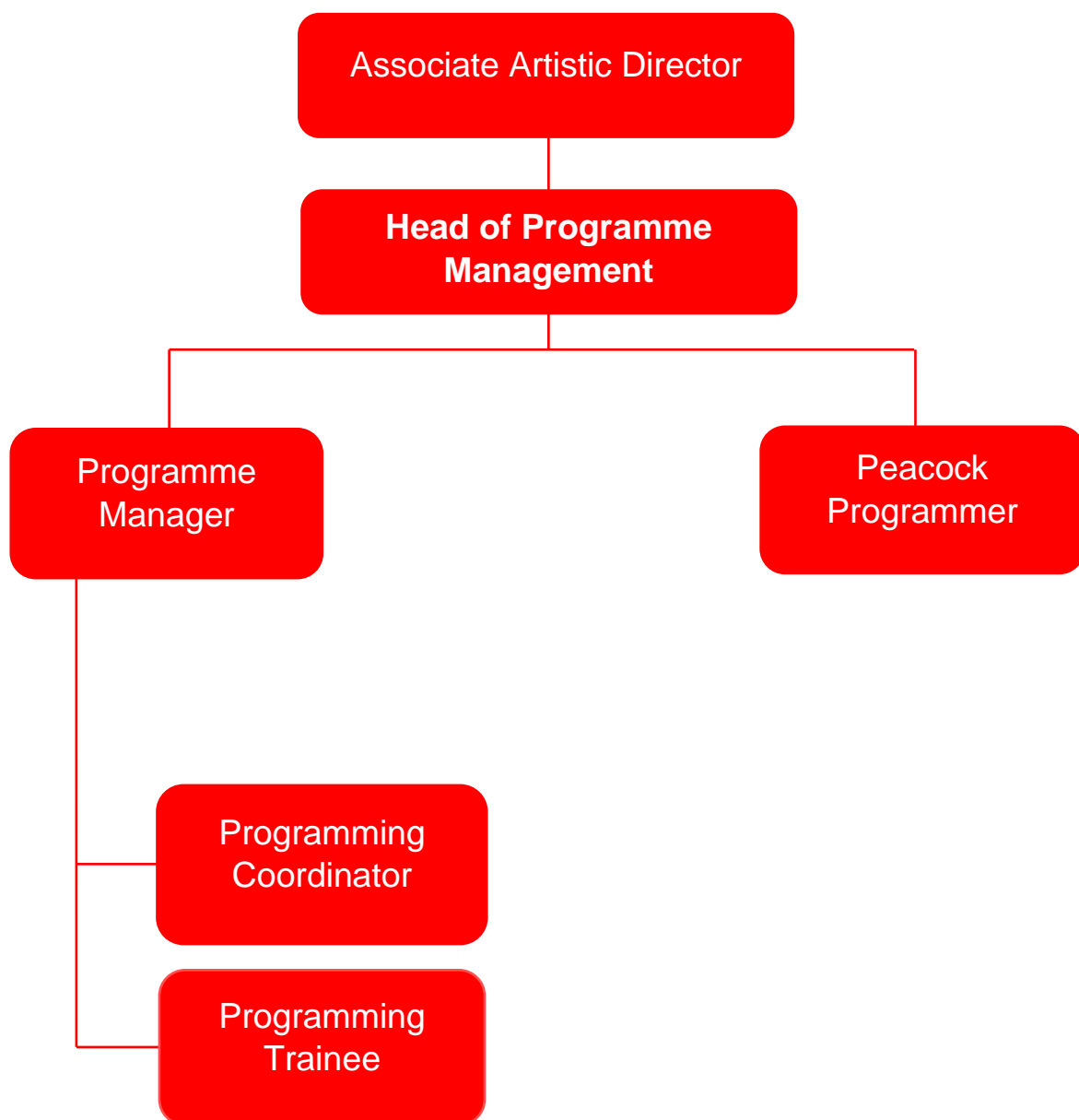
Sadler's Wells' new space will house a 550-seat mid-scale theatre, as well as facilities for a choreographic centre and a hip hop theatre academy, all planned to open by the end of 2023.

We are changing the way we programme work at Sadler's Wells as we move towards opening our third venue. There will be no one artistic programmer responsible for the performance programme, and instead the programming responsibility will reside with the Artistic Director, the Artistic Programming Board and the new Associate Artistic Director, with key input from Breakin' Convention, Programming, Peacock Programmer, Producing and Touring, Learning and Engagement, Artistic Advisors, and new role of Director of Digital Stage and Studio.

The Department

The post of Head of Programme Management will be responsible and accountable for delivering the programme and will work closely with the Associate Artistic Director and Artistic Director and CEO.

The Programme Management Team is responsible for the delivery of the programme in our London theatres and off-site presentations. The team's work includes drafting contracts, preparing financial proposals and budgets, handling negotiations and discussions with visiting companies, promoters and music publishers, organising the access programme around productions, artist liaison, and liaising internally with Sadler's Wells colleagues.



The Role

The role of Head of Programme Management will deliver the Sadler's Wells artistic programme reporting to the Associate Artistic Director. This includes managing the programme diary, overseeing contracts, preparing financial proposals and budgets and handling negotiations and discussions with visiting companies, promoters, music publishers and performance organisations, and coordinating with key departments in the organisation.

What are my responsibilities?

- Prepare budgets and financial proposals for presentations in Sadler's Wells, Lilian Baylis Studio, Sadler's Wells East and The Peacock, including:
 - Assessing ticket pricing and sales projections for productions with the Marketing team
 - Negotiating with visiting companies, promoters, music publishers and other relevant organisations
 - Coordinate with the Finance team on annual budget planning
- Oversee and deliver the artistic programme in Sadler's Wells, Lilian Baylis, The Peacock, Sadler's Wells East and, when relevant, offsite including:
 - Finalising performance schedules
 - Negotiating deals and overseeing contracts
 - Overseeing the preparation of internal confirmation sheets and distributing information to relevant colleagues
 - Working across the organisation to facilitate an efficient on-sale process for season announcements
 - Monitoring show budgets
 - Supervising the preparation of settlements and contracts
- Liaise with relevant colleagues to ensure the proper presentation of the artistic programme
- Work closely with the Artistic Director, Associate Artistic Director and Peacock Programmer to manage the overall programme diary and oversee the allocation of spaces with other teams such as Breakin' Convention, Creative Learning, Producing & Touring and Events.
- Programme and manage interpretation and access activity linked to the main programme including pre and post show talks, dance classes and assisted performances
- Help maintain the relationship with key partners and stakeholders including the Musicians' Union, the Overseas Labour Service, the Foreign Entertainers' Unit, the Performing Rights Society, the National Dance and Opera Co-ordinating Committees; to be responsible for good relationships with local hotels and other regular suppliers
- Project manage any other events at other venues or festivals as mutually agreed with the Associate Artistic Director
- Control relevant budgets and ensure all financial and policy matters are managed in strict accordance with Sadler's Wells' policies and procedures
- Maximise income and minimise expenditure without loss of quality in all areas of responsibility
- Support our work on diversity, inclusion and access in our venues; ensuring our programme showcases diverse work, and that access opportunities are taken into account at the start of each project

- Engage with the wider organisation and work collaboratively across departments to deepen impact and reach
- Serve to both create and maintain a culture of transparency, clarity and innovation within the Artistic Departments, and in their interactions with the rest of the organisation

Leadership

- Live, breathe and role model our organisational values of Excellence, Collaboration, Inclusion and Innovation, being aware of the influence and impact you can have as a senior manager in Sadler's Wells
- Ensure all projects are in line with the organisational mission and vision, and our values
- Lead and support the Programme Management team, with a particular focus on role modelling new and smarter ways of working, ensuring workloads are sustainable and supporting individual and team wellbeing
- Define and deliver the best outcomes for the organisation by working collaboratively to make key decisions and deliver strategic projects and activity
- Drive the organisational commitment to diversity and inclusion as a leader, in particular our anti-racism pledges, ensuring to challenge the status quo and

hold others accountable

- Plan for the next financial year and beyond in terms of workforce, budget and programme, and ensuring cost control and maximising impact
- Build an effective and diverse team of emerging leaders by providing guidance and coaching to team members, and creating opportunities for development and progression
- Be transparent about decision making and be aware of your own biases, and be actively open to review, allowing for challenge, clarification and exploration of possible alternatives
- Embrace digital ways of working to adapt, grow and continue to deliver our mission in a changing cultural landscape.

General

- Undertake other duties as may be reasonably required
- To attend occasional staff meetings, development sessions and other events which may take place outside normal working hours.
- At all times to carry out duties and responsibilities with regard to Sadler's Wells' Equality, Diversity and Inclusion and Health and Safety Policies. This may include providing assistance with evacuation procedures or building searches in the event of an emergency at any of Sadler's Wells' premises.

THIS JOB DESCRIPTION IS A GUIDE TO THE NATURE OF THE WORK REQUIRED OF THIS POSITION. IT IS NEITHER WHOLLY COMPREHENSIVE NOR RESTRICTIVE AND DOES NOT FORM PART OF THE CONTRACT OF EMPLOYMENT.

If you don't meet everything listed here, but believe you have demonstrable experience to take into consideration, please apply. We are aware every applicant will have strengths and development areas to accommodate.

Who should apply?

The successful applicant will demonstrate the following skills, experience, and personal qualities:

- Substantial experience of working in a performing arts environment or venue on productions, presentations, tours and film projects including:
 - Drafting and managing budgets
 - Overseeing and negotiating contractual terms
 - Proof reading
 - Making practical arrangements for companies' visits
 - Controlling expenditure
 - Theatre or venue management
 - International and national tour promotion
 - Dealing with film production and recording projects
- High degree of numeracy, including ability to understand and model complex financial deals
- Understand the passion of artists, the logistics of theatre making and the volatility of the audience member and have the patience and experience to manage all three
- An understanding of technical requirements for incoming companies
- An appreciation and understanding of the needs of touring companies, and artists from abroad
- Knowledge of national and international dance and opera companies
- Experience of dealing with Overseas Labour Scheme, Foreign Entertainers' Unit and music rights holders
- Willingness and ability to work evenings and weekends if required
- Expert user of Excel and Word and basic knowledge of Outlook
- Experience of using Artifax and other venue systems
- Excellent planning and project management skills with the ability to prioritise and meet demanding deadlines, delegate and allocate resources effectively
- Ability to translate ideas into effective action speedily and within a finite budget
- Able to present information clearly to all levels of the organisation, using strong negotiating and influencing skills as necessary
- Strong leadership skills and strategic thinking, with the ability to flex and adapt your style to match the needs of your team and colleagues
- Coach, mentor and motivate team members to be the best version of themselves in the workplace, addressing any issues that arise quickly and sensitively
- Ability to work collaboratively and bring teams together into a cohesive and effective unit
- Able to demonstrate an open mindset and deep curiosity about others, listen without judgment, and seek with empathy to understand those around them
- Committed to driving an inclusive and anti-racist culture in the organisation, and actively implementing ways to increase diversity in our workforce, programme and artists.
- A strong alignment with Sadler's Wells' values, mission, vision and objectives
- Stage technical or stage management experience would be advantageous
- Fluency in French, German and/or Spanish would be advantageous
- Must currently hold the Right to Work in the United Kingdom

Why work for us?

You will be a key part of our mission to make and share dance that inspires us all and delivering our vision to create, through dance, a depth of connection beyond borders, cultures and languages, so we see ourselves in each other.

- You will be offered a salary of circa. £43,000 per annum, based on a 35 hour week, dependent on experience
- You will get 25 days annual leave (pro rata), with an additional three days after five years' service
- You will be enrolled into the Sadler's Wells Trust Ltd. pension scheme
- You will have access to our comprehensive Employee Assistance Programme (EAP) to support your wellbeing
- You will engage in learning and project opportunities to develop personally and professionally, and support your career journey
- You can access an interest-free season ticket loan and a Cycle to Work salary sacrifice scheme
- You will be eligible for a death in service insurance policy covering twice your annual salary
- You will be encouraged to attend performances at both theatres with a discretionary allocation of tickets to employees (subject to availability), and a staff discount at the Garden Court Café
- We welcome everyone through our doors and encourage and enable people to be the best versions of themselves and to feel confident and capable in their roles
- We embrace a blend between home and office working, and we welcome a conversation about flexible working and your needs
- We celebrate diversity in the dance we share and showcase, and in our workplace. We are working hard to be more inclusive and increasing access both on stage and off and have a number of anti-racism commitments to make lasting changes in the way we work

Making an application

A Job Description and Person Specification are included in this document. If after reading you are still interested in applying, please find further details and information on how to apply [here](#).

We aim at all times to recruit the person who is most suited for the job – and therefore welcome applications from people from all backgrounds who feel they align with our mission, vision and values. We are international and multicultural on our stages, and we want to reflect that in our organisation. By celebrating difference and incorporating diverse points of view and experiences, we can become closer to our artists, audiences and the communities we serve.

We are proud to be a Disability Confident employer meaning we have been certified by the government as actively taking steps to attract, recruit and retain disabled workers. We understand that some disabled colleagues will need adjustments to help them perform to the best of their ability – these can be changes to the built environment and furniture, the tools and technology they use in doing their job, aspects of the role, ongoing support or working arrangements.

Sadler's Wells also works collaboratively with Parents in Performing Arts (PiPA) in efforts to support parents and carers within the industry.

We welcome all applications by 11:59pm on 3 December 2021.

