



Programming Coordinator

About Sadler's Wells

Sadler's Wells is a world-leading arts 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.

Dance has the ability to connect with people both intellectually and emotionally and Sadler's Wells' vision is that dance is part of everyone's life. We want to make sure that dance continues to have something new to say but also that it continues to stimulate the way we think about the world around us.

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 rehearsals studios; bars, a café, facilities for private and corporate entertaining and offices for Sadler's Wells' staff.

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 fourth 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 academy. A major fundraising campaign is being developed in order to realise both capital and revenue requirements and open the new theatre in 2022.

Artistic Vision

Sadler's Wells' vision is that through dance, we reflect and shape contemporary culture. The artistic programme is our principal means of achieving this aim and its work is embedded across all the areas of the organisation.

Our public performances take place at Sadler's Wells Theatre, the Lilian Baylis Studio and the Peacock, as well as off-site venues across London and the UK. Our programme also encompasses artist development programmes, including Summer University, Breakin' Convention, new productions and international touring.

The Programming Department

The Programming Department is led by the Director of Artistic Programme and is responsible for the presentation work at London theatres, film projects, off-site presentations, the Sadler's Wells artist development programme and Breakin' Convention.

The Department's work includes programming shows and festivals, drafting contracts, preparing financial proposals and budgets, handling negotiations and discussions with visiting companies, promoters, music publishers and performance organisations and liaising internally with Sadler's Wells departments.

Key responsibilities

The Programming Coordinator will have the following main responsibilities:

- Provide administrative & coordination support for all performances at Sadler's Wells, LBS and the Peacock, and for any other artistic activities as required
- Care for, provide information to and liaise with the visiting companies and artists and be the main point of contact for visiting companies on all practical matters
- Liaise with all relevant departments of Sadler's Wells to ensure good communication and the smooth operation of the performances at the Sadler's Wells Main House, LBS and the Peacock
- Provide general administration support to the Department

- At all times to carry out duties and responsibilities with regard to Sadler's Wells' Equal Opportunities 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

Administrative Support to Artistic Programme

- Liaise with all relevant departments of Sadler's Wells and external partners to ensure the proper presentation of performances, and proper allocation of spaces & resources
- Input and update all bookings made by the Department in the internal systems including Artifax and Daily Docs
- Attend the weekly Operations Meeting and other relevant meetings
- Attend opening nights or press performances or events, at Sadler's Wells, the Peacock or LBS where linked to the programme and deemed appropriate
- Assist in the coordination of any filming projects around the artistic programme

Coordination for Visiting Companies

- Be main point of contact for visiting companies and meet & greet overseas companies on arrival in London
- Arrange travel and accommodation for visiting companies within agreed budgets
- Obtain Certificates of Sponsorship (work permits), visas, immigration and customs clearance for visiting companies
- Arrange payment of per diems for visiting companies as required
- Apply for Foreign Entertainers' Unit tax exemption and reduction for visiting companies
- Manage any additional requirements for visiting companies
- Along with other colleagues in Programming Department should be available and willing to be 'Person in Charge' (PIC) at post show parties and events.

Internal Liaison

- Assist with the preparation of internal confirmation sheets for new shows and distribute information as appropriate
- Be point of contact for Programming Department with other key areas of the organisation

- Prepare and circulate appropriate timetables and schedules internally
- Book external studios & spaces for any rehearsals or events as required
- Administer music rights with holders, PRS and PPL
- Attend occasional staff meetings, training sessions and other events which may take place outside normal working hours
- Organise and manage any events (e.g. post show parties, receptions) associated with work of the Artistic Programme and/or visiting companies.

Support to Programming Department

- Process financial paperwork, including coding and processing invoices, and assist in the monitoring and updating of show budgets with details of actual spend as required
- Be responsible for good relationships with local hotels, travel agents and other regular suppliers
- Assist the Programming Manager with drafting and managing contracts
- Manage the department's archives pertaining to the artistic programme
- Undertake any other duties that may reasonably be required

The post includes a certain amount of weekend, evening and statutory holiday working for which there is a TOIL arrangement.

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.

What we are looking for

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

Essential

- Previous experience in an administrative role
- Proven event or project management experience including planning, scheduling, delivery and logistics
- Track record of working within budgets and controlling expenditure
- Good skills in:
 - Communication
 - Organisation
 - Negotiation
 - Administration
- Ability to pay close attention to detail and maintain accuracy whilst handling a varied and demanding workload
- Excellent interpersonal skills including an ability to get on with a wide range of people, and the ability to work well as part of a team but also self-motivated and able to self-manage

Desirable

- Interest in working in dance or the performing arts
- Understanding of copyright, PRS, PPL & COS
- Experience of working with artists and/or companies from abroad
- Experience of drafting & working with contracts
- Foreign languages, particularly French, German, and/or Spanish
- Experience of using Artifax software

Terms and conditions

Salary £23,500 per annum, based on 35 hours per week, plus an additional paid meal break each day

Annual leave entitlement is 5 weeks for each Holiday Year. If you complete five years' service with the Trust, your holiday entitlement will increase to 5.6 weeks per annum

If you are an eligible job holder, you will be automatically enrolled into Sadler's Wells Trust Ltd. pension scheme

The company offers interest-free season ticket loans

The company offers a Cycle to Work salary sacrifice scheme

The company offers a childcare voucher salary sacrifice scheme

The company has a Death in Service insurance policy covering twice the annual salary

The company encourages attendance of performances at both theatres with a discretionary allocation of tickets to employees (subject to availability)

Making an application

A Job Description and Person Specification are included in this document. Read this carefully and if you are still interested in applying for the position shown above, please complete the online application form.

Further guidance on completing your application form can be found via the link below

[Applying for vacancies at Sadler's Wells](#)

**Please submit the online application form by 11.59pm on Sunday 29 July 2018.
Late applications will not be considered.**

Interviews will take place on week commencing Monday 30 July 2018.

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