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Sadler's Wells

Director of Programming



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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.

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' 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, all planned to open at the end of 2022.



The Role

Job Title: Director of Programming

Location: London, UK

Purpose: The Director of Programming assists the Artistic Director/Chief Executive in the programming of Sadler's Wells' stages, making a key contribution to the delivery of the artistic vision. The post manages the Programming and Artist Development teams, ensuring the smooth delivery of our year-round artistic programme and the ongoing success of our artist development activity.

As a head of department and member of the senior management team, the Director of Programming works closely with the Sadler's Wells executive and senior colleagues to achieve the organisation's strategic objectives. They will also be a member of the Equality, Diversity and Inclusion steering group.

Department Staff: The post reports to the Artistic Director/Chief Executive and is responsible for:

- Programming team
- Artist Development team

There is regular and close collaboration with all other departments.



Responsibilities

Key responsibilities

- Support the Artistic Director/Chief Executive in the programming, future planning and budgeting of the artistic programme of work at Sadler's Wells and Sadler's Wells East.
- Oversee the programming of the Peacock Theatre, Lilian Baylis Studio, offsite and any site-specific events.
- Oversee the programming and contractual work of the Programming department, working closely with other departments to ensure that contractual arrangements achieve agreed financial return through performance sales; maximise additional revenue activities; and support Sadler's Wells' objectives for audiences and access.
- Develop and maintain close working relationships with Sadler's Wells' partners, including associate artists and companies, external promoters and sector organisations.
- Oversee artist development initiatives which contribute to the delivery of the artistic vision.
- Manage Sadler's Wells artist-led film and digital projects, supported by the Director of Content and Audiences, to achieve shared objectives for brand profile and audience development.

Financial management

- Assist the Artistic Director/Chief Executive in managing and monitoring programme budgets throughout the year, working closely with the finance team.

- Manage and control department 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.

Team management

- Lead the Programming department through the direct reports of Head of Programme; Peacock Programmer; and Artistic Programmer/Artist Development.
- Manage and develop a professional team focussed on delivering the artistic vision and strategic targets; review and measure performance and grow skills among staff members.
- In conjunction with the Artistic Director/Chief Executive, oversee the interim Head of the Choreographic School in the development of the curriculum and structure, leading to the permanent appointment of the post on opening in 2022.

Other

- Attend occasional staff meetings, training 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.

Person specification

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

Essential criteria

- Extensive knowledge of the international dance scene on all scales and including all genres
- Experience of working with international artists and companies and an appreciation of the needs of touring companies
- Able to demonstrate a commitment to diversity and inclusion
- Experience of negotiating, drafting and managing contracts with a range of producers, venues and companies
- Ability to assess the viability of presentation proposals
- High degree of numeracy, including ability to understand and model complex financial deals
- Close attention to detail and ability to maintain accuracy whilst handling a varied and demanding workload
- Excellent interpersonal and communication skills
- Sophisticated management skills, able to secure high quality outcomes through teams

- Proven track record of working successfully to financial targets
- Ability to work well under pressure in a busy environment
- Willingness to work evenings and weekends as required.

Desirable criteria

- Experience of theatre or venue management
- Knowledge of negotiating and managing digital commissions, broadcasting contracts and budgets



Terms and conditions

- Salary circa £80,000 per annum, dependent on experience, based on working 35 hours per week, plus an additional paid meal break each day. Regular evening and weekend work will be required.
- 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 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. If you are interested in applying for the position, please complete the 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 application form by 11.59pm on Friday 25 January 2019. Late applications will not be considered.

Interviews will take place on Friday 8 February 2019.