

ROLE DESCRIPTION

Role Title: Children’s Theatre Programmer (0.4 equivalent)

Context

Watermans is a multi-disciplinary arts centre, housing a 239 seat theatre, a 125 seat cinema, a gallery space, two other exhibition areas, a studio, a restaurant and bar, and a foyer area with a standing capacity of 500, all of which provides an adaptable range of facilities for an extensive programme of cultural activities and entertainment.

Watermans is located at the eastern end of the London Borough of Hounslow, and it plays an important role in both local and regional arts provision. The borough has an ethnically, socially and economically diverse population, and Watermans policies reflect the Centre’s commitment to meeting the artistic needs of the local and wider communities it aims to serve.

Working Principles of Watermans

Watermans is operating in a rapidly changing environment which is both exhilarating and demanding. All our staff must be committed to a common set of principles and to sharing key ground rules:

1. Providing a high quality, exciting and coherent programme is at the heart of Watermans artistic policy
2. The needs and aspirations of audiences and users are key to informing and inspiring all aspects of Watermans work
3. We operate as an Equal Opportunities employer and equality both in the workplace and in service delivery is given the highest possible priority.
4. We operate as a team. Each member of staff needs to be able to give and to take feedback.
5. Planning, monitoring and evaluation are collaborative activities: we all have a role to play in them.
6. We are committed to working collaboratively with external partners, including other cultural providers; local authorities and the regional and national arts funding system.
7. We are willing and open to incorporating relevant change into our working practices. Sometimes this means initiating change ourselves and sometimes it means responding to changes in our work environment.

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Purpose of Post

- To curate a high-quality children’s performance programme at Watermans, which engages a diverse and appreciative audience

Responsibilities

1. Be responsible for the effective programming, required administration, monitoring and evaluation of the Children’s Theatre Programme at Watermans.
2. Work to a budget for company fees and delivery costs over an agreed period and schedule.
3. Programme three seasons of work as follows (this is an indicative schedule and may be varied by agreement). The programme is to be mostly children’s theatre, but will also incorporate dance, music, circus and other artforms as agreed.
 - c. 35 performances on Sundays at 3pm in the Theatre at Watermans in each calendar year (or an alternative project to be agreed by Watermans), with up to 4 additional performances throughout this period by negotiation.
 - (These performances to be arranged in Winter, Spring, and Autumn seasons.)
 - a substantial production during each half–term holiday (or an alternative project to be agreed),
 - c. 6 performances for the Short Breaks programme of work for disabled children as agreed.
4. Programme performances for the Christmas Show (precise schedule & production to be agreed).
5. To provide copy (50-75 words per show) and images (1-2 per show) to the Marketing Department at Watermans by agreed deadlines.
6. Contribute to the wider development of Watermans’ programme insofar as it relates to, or incorporates, the children’s programme
7. Provide a fully completed Booking Sheet for each programmed company’s engagement.
8. Attend at least 2 programmed performances per season minimum or more at Watermans to monitor and evaluate work received.
9. Play an active part in audience development with Watermans’ Marketing Director.
10. Play an active part in strategic development including the development of effective partnerships, with the Director.

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11. Manage relationships with companies and other relevant external partners, including identifying and developing relationships with potential partnerships for the children's programme.
12. Refer any enquiries from the press immediately to the Director or Marketing Director of Watermans.

Responsible to: Director

Responsible for: -

Notes: This is a part-time position.

The current postholder has worked on a contract for services basis, and we would be happy to consider viable alternatives.

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PERSON SPECIFICATION

Essential Experience and Attributes

1. An extensive working knowledge of the children's theatre sector, as producer, programmer.
2. Credibility in the sector
3. Ability to articulate and realise schemes of audience and programme development
4. Skilful and diplomatic collaborator
5. The ability to work as part of a team with collective responsibility for the devising and implementing of policy, and management of its delivery.
6. The ability to plan and prioritise work, set and meet deadlines and make decisions.
7. High standards of personal organisation.
8. Experience of managing budgets.
9. A commitment to quality in the delivery of services.
10. Understanding of, and commitment to Equal Opportunities.
11. IT experience, computer literacy.

Desirable Experience and Attributes

1. Interest in and knowledge of the wider theatre sector.
2. Experience of developing regular programmes of work in a venue.
3. Knowledge of the particular issues which concern communities in the Borough of Hounslow and West London.
4. Previous experience of artist support and development.

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