**THE GUILDHALL TRUST** 

**TITLE:** Music Programmer

**DEPARTMENT:** Programming

**RESPONSIBLE TO:** Programming & Events Manager

**HOURS:** 20hrs per week

**PAY**: £27k per annum (pro-rata)

**Purpose of Job**

An excellent opportunity for an experienced programmer to help build a contemporary music programme at our venues in Portsmouth and Hastings. To include in-house music promotions, to develop our concert seasons at Portsmouth Guildhall & Hastings White Rock Theatre across each of the venues Main Auditorium and Studio spaces with capacities ranging from 150 – 2,500.

**Organisation Chart**

Chief Exec

Events Director & Support Services Manager

Programming & Events Manager

Music Programmer

**Key Job Outcomes:**

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| 1a | To attract contemporary acts through developed relationships with agents and promoters, both local, regional and national.To work both independently and with the programming team to add programming value across The Guildhall Trust’s venues therefore increasing annual revenue.  | 70% |
| 1b | To expand the in-house programming content therefore to increase the diversity and quality of our music programme with the specific aim of attracting younger people e.g. late teens to mid-30's. |  |
| 1c | To develop and maintain new programming contacts with both agents and promoters at local, regional and national level so that our venues are well considered by managements and artists. |  |
| 1d | To deliver the confirmation of in-house promoted concerts by approaching agents and responding to enquiries, issuing of contracts / artist agreements and working with the CEO and Programming Manager on maximising activity. |  |
| 1e | Working with other departments including ticketing, marketing, operations and technical to ensure a smooth transition from confirmation to delivery. To take an active interest in sales leading up to the performance. |  |
| 2a | To take an active role in supporting all of the Guildhall Trust’s in-house product where required.  |  |
| 2b | To work flexibly across the Trust as and when required, to support operational efficiency and cost saving. To be available for training and development to meet the needs of the business. | Up to 30% across a year. |

**Dimensions**

**Other**

The nature of the work undertaken by the post holder will be required to work flexibly to meet the needs of the department, will require evening, weekends and working on Bank Holidays. The post holder must be able to work flexibly across The Guildhall Trusts venues as and when required.

**Budget**

The post holder will be required to put together budgets to manage profit and loss potentials.

**Physical**

No

**Location**

The post holder will be located at either Portsmouth Guildhall or White Rock Theatre, Hastings. Occasional travel between venues will be required. Flexible working will be considered.

**Context**

The Guildhall Trust (GHT) was formed in 2011 to take on the management of Portsmouth Guildhall, one of the South of England’s largest and busiest concert halls. The Trust became a charity in 2013 with a board of trustees, a trading company and a clear vision for its future.

The Trust has successfully developed the Guildhall into a vibrant concert hall, with a first-class programme of concerts as well as a Get Involved programme of community engagement. The Trust has diversified the business of the Guildhall with income streams from conferencing and new events. The Trust is working on a long-term capital project, Guildhall Renaissance, to develop a first-class venue for the future.

Over 275,000 people a year engage with Portsmouth Guildhall and the GHT’s various activities. We host approximately 150 large concerts per annum, 80 smaller gigs in our studio, over 6,500 school children participate in Dance Live, one of our leading events, and 80,000 people annually attend conferences and events.

From 1st February 2024,

The Guildhall Trust added The White Rock Theatre, Hastings, to its portfolio of venues and has aspirations to expand further in the coming years. The White Rock hosts nearly 200 performances including pantomime and has a busy new Studio venue which is used for gigs and comedy. Applying a similar model to the White Rock, GHT is revitalising this venue’s music programme.

 The core purpose of The Guildhall Trust is to deliver inspirational opportunities so that people want to engage with culture and the creative economy. The Guildhall Trust’s vision is that it will become a leading cultural organisation which places our communities at the centre of everything we do so that we can inspire, entertain and transform lives. This is achieved The Guildhall Trust is a charitable trust limited by guarantee.

This role requires a candidate who is excellent at customer service, who has a positive attitude and first-class communication skills. You will have a confident telephone manner and be able to pick up a brief and satisfy the client. You will be able to be committed to a high level of customer service.

**Person Specification**

This acts as selection criteria and gives an outline of the type of person the characteristic required to do the job.

Essential: - without which the candidate would be rejected

Desirable: - useful for choosing between two good candidates

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| --- | --- | --- |
| Attribute | Essential | Desirable |
| Experience | Experience of working with promoters and agents.Experience working in a music venue setting.Demonstrate knowledge of various contemporary music styles including Rap, EDM, R&B, Hiphop, Urban, Indie etc. Proven people management. | Demonstrable experience of event co-ordination and management. |
| Skill/ Abilities | Able to plan and manage budgets.Excellent communication skills, both written and oral.An ability to tackle and resolve difficult situations with clients.Skilled in negotiating terms and experience in making financial agreements that are mutually beneficial. Ability to build and maintain longstanding relationships  | Knowledge of H & S law.A good knowledge of local licensing. |
| Education and training | Demonstrable IT skills, including the use of Microsoft Office software packages including Teams, Excel and Word.  | Training in Health and Safety at work. |