

# LANDMARK THEATRES LTD

**Landmark Theatres Ltd**  
**Job description**

**Programming Officer**

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<b>Job Title:</b>	Programming Officer
<b>Responsible to:</b>	Programme & Production Manager
<b>Place of Work:</b>	Based either in our North Devon or Peterborough Venues, With flexibility to work from home
<b>Hours of Work:</b>	40 hours a week, including some evening and weekends
<b>Salary:</b>	£26.500k pa
<b>Contract:</b>	Permanent Contract
<b>Pension:</b>	Company Pension Scheme available
<b>Probation:</b>	6 months and 6 months' notice
<b>Start Date:</b>	As soon as possible

**About Landmark Theatres:**

**LANDMARK THEATRES** is a community embedded National organisation designed to deliver the highest quality theatre to the widest possible demographic in the least culturally engaged places in England.

The idea for Landmark Theatre Ltd was born before the pandemic, which has served to make it more urgent. The theatres, some of whom have previously been closed or in difficulty under previous administrations, have been through a transformation over the past 2 years. Previously named Selladoor Venues, Landmark Theatres is now moving forward with an ambitious new model for operating. We are building a new producing theatre organisation outside London – for the first time in a generation. This community embedded new national organisation is designed to deliver the highest quality theatre by for and with the widest demographic in the least engaged places in England. This funding from Arts Council is a great vote of confidence in our potential to deliver to areas previously underinvested in culturally.

We are headquartered at the Queen's Theatre, 100 Boutport Street Barnstaple and currently we work in Northern Devon and in Peterborough. We look forward to working with our national, regional, and local partners and most of all with the artists and communities in our places – to deliver measurable economic benefit, improve health and well-being and first and foremost to empower talent and create and curate exceptional work.

The Arts Council's investment of £3million over the next three years will ensure that Landmark Theatres can deliver an ambitious artistic mission, driving quality work, inspiring, and developing new talent for and with the audience we serve across North Devon and Peterborough.

This is an organisation with the huge ambition necessary to tackle disproportionality. The business will complete transitioning to a charitable company to coincide with the negotiation of our funding agreement with ACE. The company has strong foundations

in generating income as commercially driven businesses, driving trade and strong attendance. But newly found relationships with key stakeholders such as the Arts Council England have broadened the companies' ambitions against their Let's Create Strategy.

Landmark Theatres Ltd is committed to being a diverse and inclusive organisation and we are keen to make our workforce more representative of different backgrounds and experiences of the communities we serve. We work to remove barriers and pride ourselves on giving opportunities to people of all walks of life and all class backgrounds. We welcome applications from people who are under-represented in our organisation. These include those who identify as LGBTQIA+, D/Ddeaf, disabled, those who are early in their careers or come from groups who experience racial inequality.

We are committed to protecting the privacy and security of your personal information. If you would like to see a copy of our privacy notice please write to [Karen.harding@selladoorvenues.com](mailto:Karen.harding@selladoorvenues.com)

Landmark Theatres Ltd is committed to safeguarding the welfare of participants and partners. Applicants will be asked about any previous convictions, cautions, reprimands, including those that are considered 'spent' as defined by the Rehabilitation Offenders Act 1974 (Exceptions) Order 1975 (Amended 2013).

### **About the Role**

The Programming Officer (PO) will support the Programme and Production Manager in delivery of the Landmark Theatres' Curated Programme.

### **Purpose & Responsibilities of the Role:**

To support the planning, negotiation, scheduling, and administration of the organisations busy curated artistic programme ensuring a high quality, diverse and commercial product in line with Landmark Theatres creative and business objectives, audience development and commercial viability.

In particular to own existing relationships & negotiations. Also to support volunteer programme committee members.

### **Key Responsibilities:**

- Contribute to the curated programme across all of our current and future venues.
- Support the Programme & Production Manager in negotiating robust deals with producers and partners, including agreeing appropriate pricing and terms, underpinned by financial and audience projections.
- Support the development of the future artistic policy and undertake annual planning.
- Proactively research and source a wide range of productions to enhance the diversity of our theatres offer, keeping abreast of current industry developments and trends.

- Supported by the Programme & Production Manager, develop and maintain strong working relationships with a range of promoters and producers and act as a key point of contact throughout the relationship.
- Work closely with colleagues in Programming, Content, Production, Talent & Participation and Finance to ensure effective information flow around scheduling and projected targets.
- Maintain excellent administrative processes for the effective execution and communication of contracts and agreements.
- Work closely with the Programme & Production Manager on evaluating the programme, identifying potential changes in activity levels, areas for development and making recommendations on maximising artistic impact and commercial opportunities.
- Gain feedback on show quality and accurate post show technical and front of house information to inform future planning and settlement process.
- Contribute and support the programming of access and support events including captioned, audio description, signed, relaxed etc, liaising with internal teams on delivery.
- Undertake any other duties as directed, commensurate with the level of the post.

#### General

- Work in accordance with Landmark Theatre Ltd's Code of Conduct and organisational policies, such as safeguarding, Health & Safety, Environment and Access & Equality
- Consider ways to limit Landmark Theatre Ltd's carbon footprint in all areas of your work.
- Attend Company events, previews, press nights and performances as required.
- Be an enthusiastic advocate of Landmark Theatres Ltd and present the company at production events and conference, nationally and internationally – and develop the company's reputation within the sector.
- Be willing to participate in all training, development and wellbeing initiatives as required.
- Be open and willing to embrace change, and the constant shifting demands of operating a business in live theatre.
- Champion and advocate for Landmark Theatre's Vision Mission, Objectives and Values.
- Actively ensure equality, diversity and inclusion is part of Landmark's culture.

#### **Person Specification:**

##### Relevant Experience & Knowledge

- A deep knowledge, understanding and enthusiasm for theatre.
- A genuine commitment to and understanding of Landmark Theatres Ltd's Vision, Mission, Objectives and Values and the role creativity can play in driving social change.

- General knowledge of theatre in the UK, including subsidised and commercial touring companies and producers
- Knowledge of venue diary systems.

### Skills & Abilities

- Specific proven ability in contract negotiations and actively developing long term relationships with producers
- Commercially astute, results driven and customer focussed.
- Ability to organise workload of self to ensure success.
- Ability to communicate with staff in different localities and seniority.
- Commitment to and focused on quality, promoting high standards in all they do.
- Ability to prioritise own workload and competing demands whilst managing own time and workload.
- An entrepreneurial approach.
- Excellent planning and organisational skills.
- An organised and flexible approach which enables you to keep on top of the many demands of the job.
- Comfortable networking and representing the work of Landmark Theatres Ltd in public engagements and to a range of stakeholders.

### Personality

- Excellent interpersonal skills to build close working relationships with colleagues, producers and external agencies and suppliers.
- Ability to work quickly and professionally at all times.
- A commitment to Landmark Theatres Ltd's ambitions around access and inclusion.
- Resilience and a proactive approach in the face of challenges.
- A commitment to transparency at all levels of the organisation, as well as understanding when the upmost discretion is required.
- Actively develops themselves and supports others to do the same.

The job description for this position may be reviewed and amended to incorporate the future needs of the department and organisation. This job description is intended as a guide to the nature of the work required of this position. It is neither wholly comprehensive nor restrictive and is subject to review.

The application process will be via a completed Application Form. We do not accept CVs. The Form should then be emailed to: as the subject line. The closing date for applications is midnight on 26<sup>th</sup> February 2023. Interviews will take place week commencing 6<sup>th</sup> March 2023 either in-person or via video conferencing.