

Dear Applicant,

Many thanks for your interest in the role of Arts Admin/Programming Assistant at The Theatre Chipping Norton. Please find enclosed further details, including Job Description and Person Specification.

If you wish to apply, please submit an up to date CV along with a completed application form to administration@chippingnortontheatre.com

Closing date: 10:00 on Friday 6th October 2017

Salary: £15,000 pro rata.

Full time position, 35 hours per week plus lunch breaks

If you have any further questions or queries about the post, please contact Jo on operations@chippingnortontheatre.com or 01608 649 101.

Thanks for your interest.



John Terry (Director)

Context:

Chipping Norton Theatre is a restlessly busy and ambitious theatre and arts centre in the Cotswolds. Welcoming over 50,000 people every year in a town of little over 6,000, The Theatre delivers a year-round programme of theatre, comedy, music, film and participatory activities for audiences across the region. More recently, we have grown as a producing house, creating three major productions each year and growing a stronger and more loyal audience as a result. We are looking to grow this area of our work and have begun to tour a production once a year, we currently have a tour out on the road and are about to start Panto rehearsals. Many of our production are co-produced; Arts Council supported and some transfer to London.

The Theatre, sited in a Victorian former Salvation Army Citadel, is a charming and warm environment for this wide range of activities. In addition to the main 200+ seat auditorium, we have a range of workshop and rehearsal spaces and a gallery exhibiting local and national artists.

The Arts Admin/Programming Assistant is a new full time position that supports the programming, marketing and participatory work at The Theatre. It is a busy, central role that is crucial to the delivery of our artistic programme, and a fantastic opportunity to gain experience at the heart of an ambitious creative team, with good opportunities for training and career development.

The job is diverse, demanding a degree of flexibility, a high level of multi-tasking organisation, and lots of energy! Regular tasks within the role include contracting and communicating with visiting companies, creating marketing materials, casting and production support, supporting education workshops and administration. Ideally, we are looking for someone quick thinking and energetic, with an interest in and understanding of the arts world.

The post reports directly to the Artistic Director, with whom it works closely. The post holder will also work closely with our Take Part Co-Directors and our Marketing Manager. It is an ideal post for someone looking to gain their first role within the arts industry, or looking to move into the arts industry from an administrative role in another sector.

Arts Admin/Programming Assistant- Person specification:

The post will require a DBS check that The Theatre will process on acceptance of the role.

Essential:

- Confident, enthusiastic personality.
- Computer literacy (Microsoft environment)
- High standard English literacy.
- High level of personal organisation and ability to multi-task in a fast paced environment.
- Strong interpersonal skills, including over the phone.
- Initiative and creative ambition, drive and an eye for detail.
- Knowledge of and enthusiasm for the arts world, particularly live performance and film.
- Willingness and capacity to work flexible hours, including occasional evenings and weekends.
- Living in or near CN and/or with access to independent transport, or prepared to relocate.

Desirable

We do not expect one candidate to have all of these!

- Experience of programming for an arts venue, and/or knowledge of companies and artists.
- Experience of marketing and the design process.
- Experience of arts education.
- Previous experience of working in the arts.

Arts Admin/Programming Assistant

Job Description

The Arts Admin/Programming Assistant is responsible to the Director, and part of their workload will also be managed by the Take Part Co-Directors and the Marketing Manager in support of in-house productions, programmed events and Take Part activities.

The primary responsibilities of the post are to service and support the Programming, Marketing and Take Part functions of the theatre. This might consist of some of the following:

Programming

- Liaising with visiting companies to ensure a smooth delivery of their shows at the theatre.
- To take responsibility for The Theatres programming database; to keep it up to date at all times, ensure that all other departments have the show information that they require to fulfil their own roles.
- Drawing up contracts for all visiting companies.
- Booking films/screenings with film distributors.
- Ensuring all external reports are sent on time and promoters/distributors are kept up today with sales figures.
- Contracting bookings for theatre hires including visiting schools.
- Researching potential shows/residencies for The Theatre.
- To create settlements for all programmed work, films and screenings in a timely manner to be authorised by the finance team.

Producing

- Supporting the Artistic Director and Producer on delivering our in-house theatre productions. This will involve a changing variety of logistical and administrative tasks.

Marketing

- Collating marketing materials from visiting companies.
- Contribute to the theatres social media presence.
- Assist with direct mailings and distribution of publicity material.
- Ensure that displays within the Theatre are kept well presented.
- Support press events and other publicity visits as appropriate.
- Maintain The Theatre's ambassador scheme.

Take Part

- Providing administrative support.
- Welcoming workshop participants.

General Administration

- Covering for the Theatre Administrator in carrying out day-to-day office management tasks, answering the office phones and general emails, franking and taking post.

Training

- Attending in-house training sessions and external courses relevant to the post.

Any Other Duties

- Any other duties that may be requested from time to time.

JR, Sep 2017

THE THEATRE CHIPPING NORTON

2 Spring Street, Chipping Norton, Oxfordshire, OX7 5NL

Box Office: 01608 642 350

Non-Box Office Enquiries: 01608 642 349

www.chippingnortontheatre.com

Administration
T 01608 642349

Box Office
T 01608 642350

Email
administration@chippingnortontheatre.com

Website
www.chippingnortontheatre.com

Director John Terry General Manager Jo Robinson (nee Ludford)
The Council for the Company R Greaves (Chairman), G Chadwick, F Grive, J Hole
C Peake, S Sheppard, A Villars, L Whordley-Hughes

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