



Job title	Creative Programmer	Job family and level	Administrative, Professional and Managerial Level 4
School/ Department	Lakeside Arts	Location	Lakeside Arts, University Park Campus, Nottingham

Purpose of role

Lakeside Arts is the University of Nottingham’s public arts programme and has a successful track record of delivering a rich programme of theatre, music, comedy, dance, family entertainment and visual art.

The purpose of the Creative Programmer role is to lead on Lakeside’s programming for family, theatre, dance and comedy. This will involve initiating, planning, developing and delivering a year-round programme of public programming. This will be primarily in the 200-person capacity Djanogly Theatre at Lakeside Arts, but also has opportunities (subject to funding) to programme other events and spaces across the University Park campus. You will be a key member of the Lakeside Arts leadership team.

The successful candidate will need to develop a programme which is both artistically ambitious and commercially aware, to ensure we are able to meet our financial targets and maximise visitors to our programme.

Lakeside Arts is located in the broader Nottingham area, which benefits from a rich mix of different cultures and backgrounds, in particular with strong representation from Global Majority communities. Like many arts organisations across the UK we are keen to ensure we are as representative of our local communities as possible. The Creative Programmer will be expected to play a leading role in growing Lakeside Arts’ reach and reputation with these communities, and we are particularly keen to speak to candidates who have a track record of reaching these audiences.

This role is offered on a 24-month fixed term contract.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1	<p>Plan and deliver a year-round programme of activity to include but not limited to: family and children’s shows, theatre, comedy, and dance</p> <ul style="list-style-type: none"> Initiate, plan, develop and deliver the programme, aligned to Lakeside Arts’ audience and financial strategy 	80%

	<ul style="list-style-type: none"> ▪ Responsibility includes managing all necessary contractual and operational details including negotiation of fees, arrangements for hospitality and technical requirements ▪ Be responsible for the Lakeside theatre & family budget. Work in close cooperation with relevant Lakeside colleagues to identify and pursue fundraising opportunities to support the work ▪ Where relevant to the programme, work with local cultural organisations and community groups to build relevance, authenticity and develop audiences ▪ Work closely with the Lakeside Arts operational teams (e.g. technical and front of house) to ensure programme is suitable for our venue(s) and to enable a high quality audience experience ▪ Work closely with the Lakeside Arts audience development and marketing team to build audiences and maximise ticket sales 	
2	<p>Work alongside Lakeside Arts colleagues to plan and coordinate multi-arts themes and seasons across our venues</p> <ul style="list-style-type: none"> ▪ Work alongside the leads for music, visual arts and learning to plan multi-arts seasons and themes which make Lakeside Arts greater than the sum of its parts 	10%
3	<p>Be an active part of the Lakeside Arts leadership team</p> <ul style="list-style-type: none"> ▪ Contribute to the strategic planning process, and be responsible for delivering relevant aspects ▪ Lead projects on behalf of the broader Lakeside Arts priorities ▪ Represent Lakeside Arts across the University and with external stakeholders 	5%
4	<p>Undertake any other relevant duties, as deemed appropriate by the CEO, appropriate to the grade and nature of the post</p>	5%

Person specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> ▪ An innovative and entrepreneurial approach to programming, balancing artistic risk-taking with financial viability and commercial sense. ▪ Creative and strategic planning ▪ Able to see the big picture ▪ Focus on detail when required ▪ A confident communicator with demonstrated ability to build trust-based relationships both internally and externally ▪ Proven ability to deal with complex situations and create solutions ▪ Good writing skills to enable contributions to brochure, online guide, etc. ▪ Ability to work in a pressurised, deadline-driven environment 	<ul style="list-style-type: none"> ▪ Ability and understanding to write funding bids
Knowledge and experience	<ul style="list-style-type: none"> ▪ Experience programming for a theatre and / or family audience ▪ In-depth knowledge of the UK family theatre market – touring companies, audience development / drivers, etc. ▪ Demonstrable experience of successfully developing or changing a creative programme which attracts a socially representative (e.g. global majority or additional needs) audience ▪ Practical knowledge and experience of event planning and management ▪ Experience of dealing with artists ▪ Prior budget management experience 	<ul style="list-style-type: none"> ▪ Responsibility for programming a seasonal or year-round venue of comparable scale / stature ▪ Proven experience of building relationships with community groups
Qualifications, certification and training (relevant to role)	<ul style="list-style-type: none"> ▪ N/A 	<ul style="list-style-type: none"> ▪ N/A
Statutory, legal or special requirements	<ul style="list-style-type: none"> ▪ Willingness to work evenings / weekends as required 	



Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University's strategy, vision and values. The following are essential to the role:

- Valuing people** Is always equitable and fair and works with integrity. Proactively looks for ways to develop the team and is comfortable providing clarity by explaining the rationale behind decisions.
- Taking ownership** Is highly self-aware, looking for ways to improve, both taking on board and offering constructive feedback. Inspires others to take accountability for their own areas.
- Forward thinking** Driven to question the status quo and explore new ideas, supporting the team to "lead the way" in terms of know-how and learning.
- Professional pride** Sets the bar high with quality systems and control measures in place. Demands high standards of others identifying and addressing any gaps to enhance the overall performance.
- Always inclusive** Ensures accessibility to the wider community, actively encouraging inclusion and seeking to involve others. Ensures others always consider the wider context when sharing information making full use of networks and connections.

Key relationships with others



