



**Programme Coordinator**

**RECRUITMENT PACK**

# Context

Oldham Coliseum Theatre is the cultural focus of our community, providing a diverse and exciting programme for everyone through the main theatre, studio and the integral learning and engagement programme. The theatre is one of Arts Council England’s National Portfolio Organisations.

**Productions**

Our goal is to produce high-class theatre that is made in Oldham for and with the people of Oldham, ensuring that the Coliseum is a focus for the cultural life of the town and that the organisation is embedded in its community.

We produce a rich mix of dramas, comedies, musicals, adaptations and modern classics, as well as a hugely popular traditional pantomime. We have a commitment to developing new plays and supporting emerging and established playwrights. The Company has developed its contribution to the national touring circuit as well as making theatre from around the country available to the North West.

The programme features a range of visiting work both on the main stage and in the studio, providing our audiences with everything from new work in its early stages to nationally-renowned productions.

In addition to the main auditorium, the Coliseum has a small studio theatre. The studio programme features a variety of new writing, visiting companies, rehearsed readings and small scale youth theatre productions and is rapidly becoming a recognised destination for emerging artists.

## Learning and Engagement

The Coliseum’s programme of Learning and Engagement activity reaches across Oldham and beyond. Young and older people alike are encouraged to embark on artistic journeys, developing and sharing creative skills.

Participatory work at the Coliseum is central to the strategy of the company. All members of staff contribute to its delivery and it is an essential tool to promote involvement in the arts within an area of traditionally low engagement. It contributes to the position and reputation of the Coliseum and is a valuable tool for promoting audience development.

**Programme Coordinator - Job Description**

**Core Purpose**

The Programme Coordinator is accountable for coordinating and administrating the artistic output of the Coliseum. The Programme Coordinator will work across all areas of the Artistic Programme, and in collaboration with other departments throughout the theatre.

This role works closely with and supports the Artistic Director, Producer and Head of Learning in delivering the artistic programme at the Coliseum. The Programme Coordinator will:

* Take responsibility for the coordination of agreed productions and projects
* Work with the Artistic Director, Producer and Head of Learning in the effective planning and delivery of the Theatre programme
* Coordinate and administrate individual projects, workshops and festivals
* Undertake artistic administration
* Facilitate and be point of contact for studio companies, the artist development programme, associate artists and script submissions.

The Coliseum’s programme includes a mix of in-house and co-produced mid-scale drama, musicals and an annual pantomime. The Coliseum also has comprehensive learning, studio and artist development programmes and supports a number of Associate Companies and Supported Artists.

**Organisational Structure**

The role of the Programme Coordinator is collaborative in nature and will work with all departments and partners to facilitate the productions, and particularly closely with the Artistic Director, Associate Producer, Head of Production, Head of Learning and Head of Marketing.

# Main Duties & Responsibilities

**Artistic**

* To support the scheduling of the artistic programme.
* To reply to enquiries for visiting productions, artists, events and activities.
* To administrate all artistic contracts and agreements.

**Producing**

* To administrate contracts for visiting artists for Coliseum productions.
* To help arrange accommodation, travel, tickets and provide general support for visiting artists when they are working at the theatre.
* To process artists’ invoices and expenses.
* To arrange visas, permits, licenses and permissions where necessary.
* To administratively support the recruitment and management of non-professional participants in our professional work.
* Plus any other production-based support as required.

**Accessible Performances**

* Toplay a central role in the coordination and delivery of our programme of accessible performances, including British Sign Language, Captioned, Audio Described and Relaxed performances.

**Script Development**

* To support the arrangement of workshops to develop new plays and scripts.
* To support the literary panel in the administration of script submissions.

**Talent Development**

* To support any events, programmes and activities linked to the Coliseum’s talent development programme, particularly Cultivate Festival, the Main House Takeover and our Venues North participation.
* To be the point of contact for Associate Companies and Supported Artists and to support the realisation of their work.

**Learning and Engagement**

* To play a key role in supporting and coordinating Learning and Engagement events in regards to our Community and Education strands of work.

**General**

* To ensure all planning tools and systems are up to date and well-maintained.
* To take minutes at artistic meetings as required
* To actively participate in training events
* To maintain the confidentiality of all affairs of the Company that should properly remain confidential;
* To be an effective representative of the Coliseum in all situations, demonstrating the highest level of customer care and promoting the theatre’s work and fundraising.
* To work in the best interests of the Coliseum and in accordance with company policies such as but not limited to equal opportunities, health and safety, safeguarding and IT.
* To carry out any other reasonable duties as determined by the Acting Artistic Director.

# Programme Coordinator - Person Specification

**Essential**

* A passion for and knowledge of theatre or live performance.
* Excellent administration and organisational skills.
* Experience of administrating databases and contracts
* An ability to liaise with and understand the needs of artists
* Strong written and communication skills.
* Strong IT skills, including Excel and Outlook.
* Accuracy and attention to detail.
* High standards of confidentiality, initiative and tact.
* Educated to degree level or experience of working within arts organisations

**Desirable**

* An interest in a career in theatre producing, arts administration or programming.
* Some experience of producing, administration or project management within a theatre or arts context.
* Experience of working on or supporting a number of projects simultaneously.

**Application deadline:** Friday 25 October, 10am

**Interviews to take place:** week commencing 11 November

Please send your completed application form, along with the Equal opportunities form to: [recruitment@coliseum.org.uk](mailto:recruitment@coliseum.org.uk) , if you have any questions or would like to request this information in an alternative format, please get in touch with the email address above or 0161 624 1731.

# Programme Coordinator – Terms and Conditions

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| **Responsible to**  **Responsible for** | Artistic Director  N/A |
| **Contract length** | Full Time – 12 Months |
| **Rate of pay** | £18,000-£21,000 dependent on experience |
| **Hours** | 39 hours per week |
| **Working Pattern** | Working hours will involve some flexibility for occasional evenings and weekend work. To compensate for this the Coliseum operates flexible working and time off in lieu. |
| **Place of work**  **Pension**    **Holidays** | Based at the Oldham Coliseum Theatre, but this post will require some regional travel.  You will be auto-enrolled into a workplace pension scheme operated by NOW Pensions at the statutory level (these contributions are postponed during the probationary period but there is an option for you to “opt in” at this stage if you chose to do so). Alternatively on completion of your probationary period you will be entitled to become a member of the contributory group stakeholder pension scheme. Full details regarding both schemes are available from the Head of Finance.  20 days (pro rata) plus public holidays. |
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