

Programme Assistant

Employer: Kings Place Music Foundation
Date: March 2024
Department: Programme
Responsible to: Spoken Word Programmer

Role Objective:

As part of the programme team, the Programme Assistant assists in all administrative duties and gives general support to the programme Team. The role involves working closely with the Spoken Word Programmer, Contemporary Programmer, Head of Artistic Planning and Artistic Director, assisting with the delivery of an annual programme that is of the very highest quality, is creatively exciting, financially successful, grows audiences and builds on the unique Kings Place brand, drawing national and international attention.

Administration

- Regularly update Kings Place diary systems and ensuring all details are up to date and entered correctly
- Maintain current office systems including data and diary management procedures
- Request and collate marketing copy and production requirements
- Manage the seasonal master spreadsheet and ensure Artifax is up to date, ensuring information is requested from curators in a timely manner
- Provide general administrative support to the programme team, including taking phone calls and answering correspondence when required, and generally supporting the team and the smooth day to day running of the department
- Liaise regularly with all programme team members, disseminate all relevant programme details to Marketing, Box Office and Production staff at the point of event confirmation and for any event change or cancellation
- Draft and issue all contracts and associated documents, ensuring these are returned in a timely manner before events go on sale
- Maintain venue information and contractual documents that we share with associates, partners, agents, promoters and artists
- Prepare materials, circulate actions and minutes for internal and external meetings
- Alongside the relevant programmer, work closely with the Production and Box Office teams to draw together costs/quotes in relation to technical and staffing requirements for specific events before agreeing the programme, communicating these with curators, ensuring these are included in the contract as part of the financial deal and logged in our diary and database systems

Additional duties

- Attending internal and external concerts as required.
- Undertake any other duties as required and as appropriate to the grade and role of the post
- Comply with the KPMF equal opportunities and health and safety policies

Requirements

Essential

- Excellent verbal and written communication skills
 - Educated to A-level (or equivalent) or above
 - Suitable experience in an arts centre or media environment
 - Previous experience in programming, production or events
-

Programme Assistant

- A good level of numeracy skills
- Computer literate
- Excellent interpersonal skills
- Diplomacy, tact and honesty
- Ability to manage short term and long-term tasks simultaneously
- Interest in music, spoken word and comedy
- Flexible approach

Desirable

- Experience of working with Artifax
 - Experience of working with Aqilla
-