

Programme & Marketing Administrator – One-Year Fixed-Term Contract

Employer:	Kings Place Music Foundation
Date:	April 2025
Department:	Programme
Responsible to:	Spoken Word Programmer

The Programme & Marketing Administrator assists in administrative duties and gives general support to the programming and marketing of events at Kings Place. The role sits in the Programme team and involves working closely with the Spoken Word 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. As well as supporting the Programme team the role holder will work closely with the Marketing department, being responsible for coordinating the set-up and supporting the promotion of the Kings Place programme of shows and events, achievement of box office and audience development targets, and the development of the venue's profile.

As an organisation, we are in the process of reviewing systems and processes to streamline our administrative work and encourage departmental cooperation. This fixed-term one-year role is designed to support that process and will be reviewed regularly to ensure the right balance of duties and a manageable workload for the role holder. At the end of one-year, and synchronised with our work to review procedures, we expect there to be an opportunity for a permanent role for the successful candidate, in-line with our new working procedures.

Key Duties

Programme Support

- Regularly updating Kings Place diary systems and ensuring all details are up to date and entered correctly
- Be the primary contact with Kings Place Events (our conference and corporate event partner) in managing and keeping record of access to all venues
- Requesting and collating marketing copy and production requirements
- Providing 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
- Attending and inputting into meetings with artists/agents/promoters, producing and circulating notes from these meetings as appropriate
- Requesting and collating feedback from artists
- General administrative finance duties including raising purchase orders and recording costs
- Providing the Finance Department with relevant event recharges and settlements

Event Set-up

- Circulating programme details to Marketing, Box Office and Production staff at the point of event confirmation and for any event change or cancellation
- Supporting the creation, checking and publishing of website event pages

Marketing Support

- Copywriting and editing of event descriptions
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- Collating press coverage
- Adding events to listings websites and social media channels
- Supporting the team with newsletter builds using the email marketing platform (Wordfly)
- Assisting with the creation of social content
- Supporting the team with photo and video capture at selected events
- Supporting team in producing in-house concert programmes ready for sale
- Assisting in the content management of in-house digital screens and projectors
- Assisting with in-venue display of leaflets, brochures and other printed materials

Additional duties

- Assisting the Programme and Marketing teams as and when required
- Attending and contributing to regular meetings with external partners when required
- Supporting efforts to build awareness and develop the organisation's profile in the local community
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

- Experience in an administrative role in any professional environment
- Passionate about music, arts and culture
- Understanding of/or experience in marketing
- Digital marketing savvy and an interest in digital platforms and applications
- A good level of computer literacy, particularly MS Word and Excel
- Highly organised and self-motivated with a keen eye for detail
- Strong administrative and organisational skills
- Strong written and verbal communication skills with the ability to write creatively
- A good level of numeracy skills
- Diplomacy, tact and honesty
- Ability to work to deadlines, flexible approach to work, and able to manage short term and long-term tasks simultaneously
- Friendly, efficient and helpful attitude

Desirable

- Educated to A-level (or equivalent) or above
 - Knowledge of classical music
 - Experience in events, an arts centre or media environment
 - Experience of working with Artifax
 - Experience in ticketed events
 - Experience of using email marketing systems
 - Experience of using social media platforms professionally
 - Experience of using Canva, Photoshop and video editing software
 - Experience of finance software
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