

Folk Programmer

Employer:	Kings Place Music Foundation
Date:	May 2025
Department:	Programme
Employment	Part-Time, 3 Days per week, Hybrid
Responsible to:	Artistic Director

Role Objective:

The Folk Programmer is responsible for the planning and management of the folk events in the Kings Place programme. This includes our own key projects, festivals and series, co-promotions and hall rentals, from initial scheduling including managing existing relationships, including Artistic Associate Alan Bearman Music, as well as identifying new relationships.

The Folk Programmer works closely with the Artistic Director and the wider programming team, to develop the artistic content at Kings Place and produce an annual folk programme that is of the highest quality, is creatively exciting, financially successful, grows audiences and builds on the unique Kings Place brand, drawing national and international attention. Since 2008, Kings Place has established itself as a central and forward-looking arts venue in folk programming. This includes the showcasing of established folk artists such as Karine Polwart, Sam Lee and Julie Fowlis and supporting the development of up-and-coming artists, through avenues such as the Future Folk series and annual Folk Weekend.

Programme

- Act as main internal and external point of contact for folk programme enquiries, evaluating potential programming in line with Kings Place's artistic vision.
- Support and develop relationships with key existing folk partners and our artistic associate Alan Bearman Music.
- Make programming decisions in line with annual budgets and in close discussion with the Artistic Director.
- Programme management including; meetings and correspondence with associates, partners, agents, promoters and artists, setting ticket pricing in collaboration with Box Office and Marketing and negotiating deals
- Work closely with the Production and Box Office teams to draw together costs/quotes and P&L documents in relation to technical and staffing requirements for specific events before agreeing the programme, communicating these with associates, partners, agents, promoters and artists ensuring these are included in the deal memo and budget and logged in our diary and database systems.
- Attend ticketing meetings to help support Marketing and Box Office with audience development strategies.
- Carry out research and compile information relating to programming/special projects, current trends, feeding back and presenting ideas

Diary and Administrative Management

- In collaboration with the rest of the programme team, ensure the folk programme is part of a balanced and exciting mix of genres in line with the Kings Place programme's aims and vision, to avoid programme clashes with similar artists or programmes within a season/year
 - Manage the events in the seasonal master spreadsheet and ensure Artifax is up to date, ensuring information is requested from curators in a timely manner
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Folk Programmer

- Ensure accurate deal memos and budgets are clearly communicated to curators
- Ensure financial information including forecast income, is continually up-to-date
- Assess potential event cancellations and action when necessary

Budget

- Lead the negotiation of artist agreements with agents, managers and third-party organisations
- As a member of the programme team, support the AD in the effective planning and administration of the programming budget

Additional duties

- Represent Kings Place in a professional and knowledgeable manner to external parties
- Liaise with partner curators to ensure that they understand Kings Place's mission and vision
- Attend internal and external concerts as required.
- Support the marketing department where required
- Undertaking any other duties as required as appropriate to the grade and role of the post
- Complying with the KPMF equal opportunities and health and safety policies

Requirements

Essential

- Suitable strong experience working within an arts/music venue or within an arts/music environment
- Wide interest and knowledge in folk music and the international folk music scene (i.e. world or global music)
- Experience of working directly with artists and confidence in negotiating deals
- Commercial acumen
- Demonstrable experience of building strong positive relationships with UK and international agents/promoters
- Understanding of concert/event production and technical riders
- Excellent communication and interpersonal skills, with an accurate and professional manner both in written and verbal communication, and the ability to disseminate information in a clear, concise manner
- Excellent organisational skills
- Experience monitoring budgets
- Ability to work calmly under pressure
- Flexible approach
- Team player
- Creative thinker
- A keen interest in developing artist and audience driven technologies and concepts (e.g. d&b Soundscape)

Desirable

- Knowledge and experience of using Artifax
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