

## Programme Administrator

---

**Employer:** Kings Place Music Foundation  
**Date:** May 2025  
**Department:** Programme  
**Responsible to:** Head of Programme

---

### Role Objective:

As part of the programme team, the Programme Administrator assists in all administrative duties and gives general support to the programme team. The role involves working closely with the Artistic Director, Head of Programme and the wider programming team, with a particular focus on supporting the delivery of the classical programme. The role entails 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
- Via the event deal memos, collate Box Office info, marketing materials and production requirements for on sale
- Once confirmed, handover all programmed events to the production team for contracting
- Manage the seasonal master spreadsheet and ensure Artifax is up to date, ensuring information is requested from curators in a timely manner
- Working alongside the programmer, confirm post-show settlement details for the finance team
- Provide general administrative support to the Artistic Director, Head of Programme and the wider programme team, including answering correspondence when required, and generally supporting the team in the smooth day to day running of the department
- Maintain venue information and contractual documents that we share with associates, partners, agents, promoters and artists
- Prepare materials, circulate actions and minutes for any required internal and external meeting
- 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

### Additional duties

- Assisting the Head of Programme as required
- 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
  - A good level of numeracy skills
  - Computer literate
  - Excellent interpersonal skills
-

## Programme Administrator

---

- Diplomacy, tact and honesty
- Ability to manage short term and long-term tasks simultaneously
- Passionate about music, spoken word and comedy
- Flexible approach

### Desirable

- Previous experience in programming, production or events
  - Suitable experience in an arts centre or media environment
  - Experience of working with Artifax
  - Experience of working with Aqilla
-