

CLUB PROGRAMMER

We are looking for an experienced programmer of Club and Electronic Music Events, working across Village Underground (720 cap) and EarthH Hall and Kitchen (1200 cap and 300 cap). They will be tasked with developing globally renowned programmes with a focus on redressing the balance of representation and diversity in our sector.

We expect candidates to be able to demonstrate their understanding of issues of equity, representation and diversity and to discuss ideas and concrete actions they would work on to incorporate these issues into our work.

We are looking for a team player with demonstrable negotiating and financial skills, and who will cooperate with the rest of the organisation to strike the right balance between artistic, social and commercial priorities.

PRIORITIES

Growth – Create and implement a strategic plan to increase the number of club events across both venues. This will include developing a programme and content strategy for EarthH Kitchen (300 cap), and working with the Music & Arts programmer on weekend events and club nights at EarthH Hall (1200 cap).

Artistic policies – Co-develop the venues' artistic policies with the Music & Arts Programmer, the MD and the rest of the team. Introducing the policies to promoters and other stakeholders, getting them on board with any changes the policies will bring. These will include the development of new in-house event concepts.

Diversity and representation – Incorporate these issues into the programmes, artistic policies and strategic plans. Be forward-looking and modern, thinking beyond outdated definitions of quality.

Financial sustainability and beyond – Strike the right balance between artistic, social and commercial priorities. Consistently seek new income-generating opportunities to exceed targets, and ways to re-invest this income into the artistic programmes.

Systems – Develop, implement and manage new systems for diary and production management, focusing on streamlining communications between the programming and production teams.

After 12 months in the role, the Programmer will have successfully:

- Shaped and implemented the strategic plans and artistic policies
- Increased the number of events, as agreed in the strategic plan
- Developed and trialed new in-house event concepts

- Worked with external promoters to shape the programmes to our artistic policies and priorities
- Improved systems and streamlined communications between the programmer and production team
- Developed new income-generating opportunities, as agreed in the strategic plan
- Played an active role in rising the profile of both venues externally, both in the UK and internationally

ROLES AND RESPONSIBILITIES

Day-to-day

Develop, implement and manage effective calendar management systems.

Main point of contact for all club clients.

Sourcing music and associated events in line with the artistic policies.

Responsible for the timely management of the diary, including optioning, confirming, and releasing of dates.

Negotiating commercial and contractual terms that maximise revenue, ensure compliance and minimise risk, and ensuring that all events are contracted as required.

Responsible for the effective administration of all elements required for the effective delivery of the programme, including PRS PPL returns.

Attending the weekly programming meeting to discuss progress, policy, strategy and other matters relating to music and artistic programming.

Providing the Production team with all equipment and staff booking needs within appropriate timeframes.

Working with the commercial events team to deliver curated commercial events and sourcing sponsorship opportunities.

Finance

Setting commercially viable financial targets and managing budgets in order to achieve these; regularly meeting with the Finance team to review forecasts

Working closely with the Music & Arts Programmer and Corporate Sales Team to divide out the calendar in a way that strikes the right balance between artistic, social and commercial priorities.

Ensuring financial data pertaining to Club Events is accurate and fed through to the Finance team, including any pre-event projections.

Generating revenue through exploration of new income generating opportunities in the music and artistic programmes.

Developing and driving forward special events, potential seasons of content and scope for in-house series, securing partners and/or funding.

Working with the commercial events team to deliver curated commercial events and sourcing sponsorship opportunities.

Marketing

Collaborating with the Marketing team in the creation of strong and innovative audience development plans, in line with the programming policies and priorities.

Supporting the Marketing team with securing media content for website home page and listings section as well as social media platforms.

Remaining abreast of ticket sales, working closely with the marketing team, especially if ticket sales are below projections and advising on timely solutions to protect event revenue.

Client Management & partnerships

Keeping a database of contacts pertaining to VU and EarthH programming that is accessible through the internal IT system.

Hosting site visits with new or established clients and partners for potential events.

Assessing clients level of satisfaction in their dealings with VU and EarthH, attending to any issues or complaints.

Building relationships between VU and EarthH and agents, promoters, managers, labels and as far as possible artists themselves.

PERSON SPECIFICATIONS

- Demonstrable experience working in a similar role.
- Able to demonstrate a compelling vision for the venues' artistic development.
- Experience of developing and implementing a coherent music programme for a similar organisation.
- Financial acumen and experience of managing significant budgets.
- A creative and open approach to problem solving.

- Understanding of issues of equity, representation and diversity, and commitment to championing representation and diversity in all parts of their work.
- Demonstrable ability to work with people from a wide variety of backgrounds.
- Understanding of the demands and challenges faced during organisational change.
- Enthusiasm for and experience in training, mentoring or support of young people and emerging talents.
- Outstanding interpersonal skills.
- Experience maintaining relationships with music industry and cultural sector clients.
- Experience of and understanding of social media and event marketing tools.
- Excellent organisational, administration and communication skills.
- Ability to make continuous improvements to administrative processes.
- Accurate with a good eye for detail.

Desirable

- Experience of writing funding applications.

IMPORTANT INFORMATION

About Village Underground & Earth

Village Underground is a multidisciplinary venue presenting live concerts and electronic music events alongside theatre, performing arts and visual arts. Each year, VU has an attendance of over 150,000 people, stages more than 500 performances and works with more than 1500 artists.

Earth opened its doors in September 2018 and has since hosted 500+ events and welcomed more than 100,000 audience members. Earth looks to become a leading light in the city for audiences of all ages and walks of life to meet, listen, watch, dance and enjoy all that artistic endeavour and creativity has to offer.

Both venues play host to commercial events, the revenue of which is put back into the artistic and education programmes.

villageunderground.co.uk

earthackney.co.uk

Contract & Salary

Full time (42.5 hours/week)

Salary: £40,000

Start date: July/August

Applicants must have the right to work in the UK.

To apply

Please email jobs@villageunderground.co.uk with your CV and a cover letter explaining why you wish to apply for this position, describing how your experience relates to the position, and explaining and giving examples as to how you meet the required skills and abilities.

Subject line: Club Programmer.

Please fill in our Equal Opportunities Monitoring Form which can be found [here](#).

Key dates

Deadline: 9 May

First interviews: 12 – 19 May

Second interviews: 20 – 27 May

Contact

If you have any questions about the role, its specifications or your suitability for the position, please contact Amelie Snyers (amelie@villageunderground.co.uk).

Reading List

UK Music Diversity Report

<https://www.ukmusic.org/equality-diversity/uk-music-diversity-report-2020/>

The impact of COVID-19 on diversity in the creative industries

<https://www.pec.ac.uk/policy-briefings/the-impact-of-covid-19-on-diversity-in-the-creative-industries>

Rich Mix's selection of resources for dismantling racism in the UK, today and everyday:

<https://richmix.org.uk/rich-mix-picks-resources-for-dismantling-racism-in-the-uk-today-and-everyday/>

UK music industry urged to drop 'offensive' term BAME

<https://www.bbc.co.uk/news/entertainment-arts-54641786#:~:text=A%20taskforce%20set%20up%20by.of%20UK%20Music's%20diversity%20study.>

Attitude is Everything's Venue Charter

http://www.attitudeiseverything.org.uk/uploads/general/The_Charter_of_Best_Practice_-_An_Introduction_-_Handout_-_Venues-_v1.5.pdf

Keychange Manifesto

<https://static1.squarespace.com/static/5e3ac2fecfd69e2663a9b793c/t/5f0324b481fcf002f4f702c9/1594041527239/1052-keychange-A5-v15-web.pdf>

The Dance Floor as a political arena

<https://weare-europe.eu/the-dancefloor-as-a-political-arena/>

Agencies

No agencies at this time, thanks!