

PROGRAMMING ASSISTANT

We are looking for a Programming Assistant to join our team and support the Live Music and Club Programmers in the delivery of ambitious music and artistic programmes at both Village Underground and EarthH.

In this role, you will develop creative, administrative and business skills that will enable you to grow within the music industry.

This is a great opportunity for anyone who is at the start of their career in music and who wants to share and develop creative ideas to promote new artists, collectives and scenes.

ROLES & RESPONSIBILITIES

Calendar management

- Supporting the Programmers with the timely management of the calendars, including optioning, confirming, and releasing of dates.

Administration

- Drafting and issuing all hire and artist contracts, and ensuring the return of signed contracts.
- Supporting the Programmers with the delivery of PRS PPL returns.

Event logistics

- Organising travel, accommodation, hospitality and ground transport for artists.
- Supporting the Production team with show advancing.
- Acting as artist liaison as and when required.
- Acting as stage manager as and when required.

Programming

- Attending regular Programming meetings and contributing with ideas.
- Conducting research for new creative ideas as and when required.
- Hosting site visits with new or established clients and partners for potential events.

PERSON SPECIFICATIONS

- Demonstrable enthusiasm for programming artistic work and events across a range of art forms and genres.
- A strong knowledge and/or network of artists, collectives, promoters and other stakeholders in London's diverse music scenes.
- Excellent organisational, administration and communication skills.
- Some experience (1-2 years) of providing a high standard of administrative support.
- 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.
- Experience of and understanding of social media and event marketing tools.
- Ability and willingness to make continuous improvements to administrative processes.
- Accurate with a good eye for detail.

IMPORTANT INFORMATION

About Village Underground & EarthH

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 100,000 people, stages more than 500 performances and works with more than 1500 artists including Four Tet, Charli XCX, HAAi, DJ Boring, Avalon Emerson, Bradley Zero, Arlo Parks, Mykki Blanco, Jeff Mills and so many more.

EarthH opened its doors in September 2018 and has since hosted 500+ events and welcomed more than 100,000 audience members. EarthH 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. In just four years, we have hosted artists, events and performers such as Idles, Mdou Moctar, Little Simz, Dialled In, Kelly Lee Owens, Greentea Peng, Hackney Comedy Experience and the London Jazz Festival.

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

villageunderground.co.uk

earthhackney.co.uk

The Programming Team's Priorities

The Programming Assistant will support the Programmers in achieving the following objectives:

Growth – Create and implement a strategic plan to increase the number of music and arts events from 300 to 700 per year across both venues. This will include developing a programme and content strategy for EarthH Kitchen (300 cap), and working with the Club programmer on weekend events and club nights at EarthH Hall (1200 cap).

Artistic policies – Develop the venues' artistic policies with 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.

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. Seek new income-generating opportunities to exceed targets, and ways to re-invest this income into the artistic programmes.

Systems – Develop, implement and manage improved calendar management systems at Earth.

Contract & Salary

Full time (42.5 hours/week)

Salary: £25,000

Start date: August-September 2022

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: Programming Assistant.

Deadline 12 June

Fill in the Equal Opportunities Monitor form [here](#).

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).

Agencies

No agencies at this time, thanks!