**Job Description**

Position: Programmer (Maternity Cover)

Responsible to: Programming & Marketing Manager

Contract: part time, fixed term contract, 22.5 hours

Last updated: March 2021

1. **Objectives and Responsibilities:**
	1. To take responsibility for the performance programme of the Maltings.
2. **Duties:**

2.1 To take responsibility for the performance programme of the Maltings

* To manage the relationships with NT Live, Met Opera, Royal Opera House, New York Met, The Royal Ballet, Glyndebourne and other alternative content providers to include all programming, test scheduling, reporting and final settlements.
* To select and schedule suitable live programming content for each season – music, comedy, alongside the theatre and family programmer. To negotiate deals, manage contracts, riders, production, reporting and final settlements.
* To develop and sustain the film programme with particular focus on the imminent arrival of a new cinema in Farnham.
* To develop and expand the live music programme.
* To work with the Programming and Marketing Manager on developing the organisation’s performance programme
* To monitor existing and explore and develop new programming strands
* To work closely with the other departments and teams within the organisation to ensure the programme is delivered to a high standard.
* Ensure Artifax is updated with all the relevant and correct information for shows, including floor plans, tech riders and any other requirements.
* To arrange and lead the Programming meetings as required, to ensure the programmers across the organisation are working together to build a cohesive and diverse offer
* To help cover daytime projection duties and satellite tests that may need to be carried out.
* To ensure all programming information is gathered for each performance and supplied in readiness for the FM seasonal brochure

 2.2 Other

* + - * To maintain links with other organisations.
			* To ensure effective administrative and operational systems are in place.
	+ The list of duties above is not exhaustive and the post holder may be required to undertake other duties as may reasonably be required from time to time.
* To manage the programming budgets in conjunction with the Finance Manager

**Person Specification**

|  |  |  |
| --- | --- | --- |
| **Requirements** | **Essential** | **Desirable** |
| Education & Experience | * 3 years’ relevant work experience
* Degree level education
* Experience of budget forecasting and management
 | * Knowledge of electronic diary systems
* Knowledge of ticketing system (e.g. ticketsolve)
 |
| Key Competencies | * Excellent written and verbal communication skills.
* Problem analysis and solving
* Planning and organizing
* Performance and resource management
* Reasoned decision making
* Accuracy with attention to detail.
* Teamwork and adaptability
 |  |
| Other | * Passion for music and film
* Occasional evening and weekend working.
 |  |

**Application Form**

Candidates are asked to ensure that they complete all sections of the form. Of particular importance to us is the third section on this page, which is intended to give you an opportunity to demonstrate your suitability for the post.

You should return your completed application form and equal opportunities form to: recruitment@farnhammaltings.com **by noon on Wednesday 21st April 2021. Interviews are scheduled to take place on week commencing 26th April 2021.**

|  |  |
| --- | --- |
| **Post applied for:** | Programmer  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Surname** |  | **Initials** |  |

|  |  |
| --- | --- |
| **Address** |  |
| **Email** |  |
| **Home telephone** |  |
| **Daytime telephone** |  |

|  |
| --- |
| **Bearing in mind the detailed job description, please tell us in your own words why you are a suitable candidate and what particular qualities and experiences you would bring to the post if appointed. This section is your opportunity to present yourself as the best person for the job.** The box below will expand with your text. |
|  |

|  |
| --- |
| **PRESENT EMPLOYMENT:** |
| Employer |  |
| Address |  |
| Date from |  |
| Position and duties |  |
| Present salary |  |

|  |
| --- |
| **PREVIOUS EMPLOYMENT (excluding present post)**Please add as many rows as are necessary. |
| **Dates** | **Employer** | **Position and duties** |
|  |  |  |
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| **EDUCATION AND TRAINING**Please give details of any relevant education and/or training including qualifications gained, if any:The box below will expand with your text. |
|  |

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| --- |
| **OCCUPATIONAL HEALTH**To the best of your knowledge do you have or suffer from any medical, physical or mental conditions which may hamper your ability to normally perform the duties that could be reasonably expected from you in this employment? |
| **Yes** |  | **No** |  |

|  |
| --- |
| **Please list two people whom we may approach for professional references after interviews and prior to an offer of appointment (one of these should be your present employer if applicable).****Please note: references will only be taken up prior to an offer of employment** |
| **REFEREE ONE** |
| Name |  |
| Position |  |
| Address |  |
| Telephone number |  |
| Email |  |
| **REFEREE TWO** |
| Name |  |
| Position |  |
| Address |  |
| Telephone number |  |
| Email |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Where did you hear about this vacancy?**  | ‘Indeed’  | Farnham Maltings Website | Facebook Page | Instagram | Linked In | Word of Mouth | Other (Please specify) |
| **(Please tick where you heard about this vacancy)** |  |  |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Signed** |  |  |
| **Dated** |  |  |

* **Please now complete the Equal Opportunities Form below**

**Equal Opportunities monitoring form**

Farnham Maltings is committed to equality, inclusion and accessibility across all areas of our work. We collect information about everyone who engages with us from the audiences who come to our events, to the artists and people we work with. We use this information to make sure our staff, programme, audiences and partners reflect the diversity of contemporary Britain.

Some of these questions may be new to you, but it is important to us that we are able to measure our commitment to working with people from all backgrounds. You don’t have to answer them if you don’t want to but we would encourage you to do so.

By completing this form, you are giving us permission to process your data for monitoring purposes only. The information you supply to us will be kept secure and confidential in line with our Privacy Policy <https://farnhammaltings.com/about/privacy-policy>

**Application details**

**Name of the job or position you are applying for:**

**Your name**

**Postcode**

**Age**

**How old are you?** *Please tick one box..*

 0-19

 20-34

 35-49

 50-64

 65+

 Prefer not to say

**Gender**

**How would you describe your gender?**

*This is inclusive of all genders, for example female, male, agender, trans, non-binary, genderqueer.*

**Is your gender identity different to the sex you were assumed to be at birth?** *Please tick one box.*

* Yes
* No
* Prefer not to say

**Cultural Heritage**

**Please tick as appropriate, and you can mark more than one.**

**Black**

* British
* African
* Caribbean
* Other

**East Asian**

* British
* Chinese
* Japanese
* Korean
* Other

**South Asian**

* British
* Indian
* Pakistani
* Bangladeshi
* Other

**Mixed**

* Black British & White
* Black African & White
* Black Caribbean & White
* East Asian & White
* South Asian & White
* Other

**White**

* British
* Irish
* European
* Gypsy or Irish Traveler
* Other

**Other**

* Middle Eastern
* Prefer not to say
* None of the above. Please specify

**Sexual Orientation**

This is inclusive of all sexualities, for example lesbian, gay, bisexual, pansexual, asexual, queer, questioning, heterosexual.

**I would describe my sexual orientation as:**

**Disability**

We are working to implement the Disability Discrimination Act, which defines disability as a physical or mental impairment which has a substantial and long-term adverse effect on a person’s ability to carry out normal day-to-day activities.

**Do you consider yourself to have a disability, health condition or illness?**

* Non-disabled
* Cognitive or learning disabled
* Visual Impairment
* Mental Health Condition
* Hearing Impairment / deaf / Deaf
* Long-Term / Chronic Condition
* Physically Disabled
* Prefer not to say
* Other

**Socio-economic background**

**Which type of school did you attend for the majority of your time between the ages of 11 and 16?**

*Please tick one box.*

* A state-run or state-funded school that was non-selective (e.g. a comprehensive, secondary modern, Scottish High School / Secondary School / Academy)
* A state-run or state-funded school that selected on the basis of academic ability, faith or other grounds
* An independent or fee-paying school, but your fees were paid in part or full by a bursary
* An independent or fee-paying school, and your fees were not paid in part by a bursary
* Attended school outside of the UK

**Thinking back to when you were aged about 14, which best describes the sort of work the main or highest income earner in your household did in their main job?** *Please tick one box.*

* Modern professional occupations such as: teacher – nurse – physiotherapist – social worker – welfare officer – artist– musician – police officer (sergeant or above) – software designer
* Clerical and intermediate occupations such as: secretary – personal assistant – clerical worker – office clerk – call centre agent – nursing auxiliary – nursery nurse
* Senior managers or administrators (usually responsible for planning, organising and co-ordinating work, and for finance) such as: finance manager – chief executive
* Technical and craft occupations such as: motor mechanic – fitter – inspector – plumber – printer – tool maker – electrician – gardener – train driver
* Semi-routine manual and service occupations such as: postal worker – machine operative – security guard – caretaker – farm worker – catering assistant – receptionist – sales assistant
* Routine manual and service occupations such as: HGV driver – van driver – cleaner – porter – packer – sewing machinist – messenger – labourer – waiter/waitress – bar staff
* Middle or junior managers such as: office manager – retail manager – bank manager – restaurant manager – warehouse manager – publican
* Traditional professional occupations such as: accountant – solicitor – medical practitioner – scientist – civil/mechanical engineer
* Short-Term Unemployed (claimed Jobseeker's Allowance or earlier unemployment benefit for a year or less.)
* Long-Term Unemployed (claimed Jobseeker's Allowance or earlier unemployment benefit for more than a year)
* Inactive (excluding those that are retired)
* Retired
* This question does not apply to me (e.g. grew up in care)

**Thinking back to when you were aged about 14, did the main/highest income earner in your household work as an employee, or were they self-employed?** *Please tick one box.*

* Employee
* Self-employed with employees
* Self-employed / freelancer without employees
* Not working

**If the highest income earner in your household was employed when you were aged 14, how many worked for their employer? Or if they were self-employed and employed other people, how many people did they employ?** *Please tick one box.*

* 1-24
* 25 or more
* Not applicable

**Supervisory Status If the highest income earner in your household was employed when you were aged 14, did they supervise any other employees?** *A supervisor is responsible for overseeing the work of other employees on a day-to-day basis. Please tick one box.*

* Yes
* No
* Do not know or cannot remember

**What is the highest level of qualifications achieved by either of your parent(s) or guardian(s) by the time you were 18?** *Please tick one box.*

* At least one has a degree level qualification or degree equivalent or above (for example first or higher degrees, postgraduate diplomas NVQ/SVQ level 4 or 5, etc)
* Qualifications below degree level (for example an A-level, SCE Higher, GCSE, O-level, SCE Standard/Ordinary, NVQ/SVQ, BTEC, etc)
* No formal qualifications.
* Do not know or cannot remember
* Other

**Thank you**