



JOB DESCRIPTION

Role: Programming Coordinator (Beyond the Main Stage)

Location: Royal Albert Hall

Salary: £25,000 per annum

Reports to: Programming Manager (Beyond the Main Stage)

Department: Programming

For nearly 150 years we have been fulfilling our vision of inspiring artists and audiences worldwide with the magic of the iconic Royal Albert Hall; creating life-enriching, unforgettable experiences for everyone. Hosting 390 events a year in the main auditorium and more than 800 in other smaller spaces, the Royal Albert Hall stands true to its original purpose of promoting the Arts and Sciences. As a charity, the Hall is dedicated to maintaining the Grade I listed building and giving access to all.

OUR VISION AND VALUES

Our vision is to inspire artists and audiences worldwide with the magic of the iconic Royal Albert Hall, creating life-enriching, unforgettable experiences for everyone. The Royal Albert Hall is more than just a building. Together we are...

One team

Encouraging and harnessing each other's talents, valuing our differences, supporting one another and celebrating our achievements together

Passionate

Dedicated, creative, embracing new ideas, always seeking a better way; because together we are writing the story of the Royal Albert Hall

Open to all

Welcoming, warm, always professional; committed to providing as many people as possible with unforgettable experiences

THE ROLE

- Support the Programming Manager to develop and deliver the Royal Albert Hall's 'Beyond the Main Stage' (BTMS) programme;
- Support the Programming Manager in producing, developing and delivering events from concept to performance;
- Develop and sustain key relationships with excellent communication and knowledge of their work at the Hall and elsewhere as well as working with new partners and engaging new artists and audiences;
- Demonstrate a first class service to artists, managers, agents, orchestras, promoters and other third parties through excellent communication and administrative skills; and
- Act as an ambassador for the Royal Albert Hall and the Programming team.



DUTIES AND RESPONSIBILITIES

- Update and manage Artifax database, make calendar reservations into the system at the earliest opportunity and keep contacts updated at all times;
- Co-ordinate the administrative processes for BTMS events including contracts (in conjunction with the Contracts Manager), artist and third party fees, invoicing and engaging freelance creative and production personnel as required;
- Support the Programming Manager in the advanced planning and producing of events whilst utilising the Royal Albert Hall's ancillary spaces to their full potential;
- Help programme events to be produced by the Hall Beyond the Main Stage in utilising the Hall's ancillary spaces to full potential as well as other appropriate spaces;
- Take direction from the Programming Manager whilst providing them and senior colleagues with assistance and support with the planning of events;
- Always strive for innovative programming and research new artists and events for the BTMS programme;
- Under the instruction of the Programming Manager, manage internal and external enquiries for the Elgar Room and coordinate third party hires;
- Assist with the creation and collation of event programmes, liaising with all relevant internal and external parties in a timely manner to meet agreed copy deadlines;
- Arrange, attend and chair internal and external meetings and/or conference calls, regularly briefing and sharing information afterwards with the rest of the team;
- Undertake research projects as required for promoting opportunities beyond the main stage, managing and co-ordinating specific projects from time to time by senior colleagues;
- Always look to improve the Hall's programme and contribute to new initiatives in the context of the Programming Department's business plan and artistic strategy, as well as seek to optimise the Hall's sources of income at every available opportunity;
- Keep abreast of the music and events industry, updating the wider team where relevant and attend various industry-related networking events, conferences and festivals as and when required;
- Carry out any other duties as may reasonably be required by the Programming Manager and/or senior colleagues.

PERSON SPECIFICATION

Qualifications



Essential, (Skills and Experience)

- GCSE or equivalent in Maths & English

Desirable (Skills and Experience)

- A degree or equivalent relevant experience in the arts and/or cultural sector

Experience

Essential:

- Experience of activities that require excellent communication and coordination skills in a wide range of areas;
- Previous administrative experience;
- Experience of organising live events;
- Experience of administering and negotiating contracts and knowledge of basic format and contractual processes.

Desirable:

- Demonstrable experience in a programming environment or event co-ordination;
- Experience of working in one or more venues
- Proven track record of working with promoters or service delivery to external clients
- Basic knowledge of technical systems.

Skills

Essential:

- Strong literacy and numeracy skills;
- Computer literacy on Word, Excel and Outlook and knowledge of IT systems (event management systems);
- Excellent administrative and organisational skills with flawless attention to detail;
- The ability to multi-task and good time management skills with the ability to work under pressure;
- Self-motivated, confident and has the initiative to carry out duties with minimum supervision;
- Excellent communication and negotiation skills;
- Demonstrates an enthusiastic and flexible approach to their work; and
- Excellent customer service skills which demonstrate a professional pro-active manner which inspires confidence in a wide variety of internal and external customers.

Knowledge and Understanding

Essential:

- An acceptance and a good understanding of the importance of office systems and procedures.

Desirable:

- Knowledge of Promoters and agents in the industry; and



- Passion for the arts and live events

The role will require significant flexibility of working hours to embrace the responsibilities within the department and the services that it provides including evenings and weekends or whenever an event is taking place.

HEALTH & SAFETY

You will have a good understanding of the Hall's Health and Safety guidelines and your responsibilities within these. Your role will include promoting a safe working environment and fostering a non-blame culture, adhering to any Health & Safety requirements, flagging any conflicts that may arise with Health and Safety and working towards finding effective solutions.

SUSTAINABILITY

The Hall is committed to maintaining and furthering greater sustainable practices in all areas of the organisation to act on climate change. Whilst working at the Hall, you will be expected to embrace the Hall's Sustainability Policy and work to meet its objectives, putting sustainability at the forefront of all decisions.