**MUSIC PROGRAMMER**

**APPLICATION PACK**

Thank you for your interest in the above post.

Details of the background and context to this role can be found in this pack.

**How to apply**

Please complete the following:

1. Application form
2. Covering letter explaining why you are applying for the position, and how your experience and expertise fits the role
3. Up to date CV which explains any gaps in employment

Once you have completed your application documents, please return them before the closing date to:

Penni Pierce  
Executive and Project Assistant

Creative Foundation

Quarterhouse  
Mill Bay

Folkestone

Kent CT20 1BN

Or alternatively, please email your completed application to: [pennipierce@creativefoundation.org.uk](mailto:pennipierce@creativefoundation.org.uk)

If you have any questions relating to this vacancy, please contact Katie Burse by email: [katieburse](mailto:katieburse)@creativefoundation.org,uk

**Deadline**

Closing date for applications: **5pm, Friday 18th September 2015**

**JOB DESCRIPTION**

**Job Title:** Music Programmer

**Reports to:** Quarterhouse Director

Hours: This is a freelance contract, managed by the Quarterhouse Director.

**Salary:** Fee to be negotiated.

**Location:** Freelance, and at Quarterhouse, Mill Bay, Folkestone, Kent CT20 1BN

**Purpose of Job/Key Objectives**

To plan, develop and produce a diverse and high quality programme of local and touring live music events for Folkestone Quarterhouse.

**Principal Duties/Tasks and Responsibilities**

* To liaise with agents, promoters, festivals and artists to produce a programme of live music events for Quarterhouse, programming a minimum of 12 touring live music events per year.
* To negotiate hire fees and enforceable contracts with agents and promoters in producing the music programme and manage all contractual matters, practical and operational considerations and financial settlements.
* To work with the Quarterhouse Director to create an achievable annual music programme budget and to carefully and accurately monitor and manage this budget to achieve income and expenditure targets via individual event P&Ls.
* To liaise with the Venue Management, Technical, Box Office and Bar operations, providing all necessary information to enable the in house team to effectively manage the operational and logistical requirements of each music event.
* To liaise closely with the Creative Foundation marketing department to create and implement effective promotional strategies and to inform immediately the Quarterhouse Director / Marketing Manager of any incident that may require crisis management including statements to the press.
* To attend all relevant music programme events and liaise with front of house/security/promoters on each event day in advance of doors opening and ensure that all Quarterhouse employees on duty at events are respected by visiting promoters.
* To adhere to Quarterhouse’s licensing procedures and liaise with the licensee to ensure capacities, stewarding and staff numbers are sufficient.
* To protect the safety and welfare of visiting artists and customers at music events by ensuring visiting company Health and Safety and Fire inductions are adhered to.
* To ensure that promoters are aware of Quarterhouse’s standard terms of box office settlement and that timely settlements are made.
* To collaborate with other venues and festivals both in the UK and internationally to establish and maintain touring networks.
* To attend relevant training sessions in or out of the company as deemed suitable by the Quarterhouse Director and to attend a monthly team meeting at Quarterhouse.
* You may be requested to attend the Building Health and Safety meeting and action any points relevant to the music programme.

This list of responsibilities is not exhaustive and may be reviewed from time to time after which the Music Programmer may be required to perform duties outside of this as operationally required and at the discretion of the Quarterhouse Director.

Person Specification

This contract could be fulfilled by an individual or a music agency.

* A proven track record in programming and promoting live music events with a minimum of three years relevant experience.
* Demonstrable in-depth knowledge, experience and understanding of the music industry, with particular emphasis on the live music sector and venue networks.
* A local and national network of agent and promoter contacts.
* A passion for all forms of music with the ability to spot trends in the live music sector.
* Hands on event management experience with a willingness to attend events during evenings and at weekends.
* Excellent management skills and the ability to work efficiently alongside other departments in the production of events.
* The ability to use own initiative, to think calmly, clearly and laterally, working alone and as a core member of a small creative team, often under pressure of time and programming.
* Highly effective administrative and organisational skills, with strong attention to detail and the ability to prioritise and manage events successfully from inception to completion whilst managing numerous events concurrently.
* Excellent IT literacy across MS Office applications, particularly Excel.
* The ability to manage and work within agreed budgets and to project and forecast figures based on current and future industry trends.
* Articulate written and oral communication skills and a well-developed ability to negotiate and relate effectively at all levels across the organisation as well as externally.
* Knowledge of UK arts structures and experience of grant writing and fundraising is desirable.

**MUSIC PROGRAMMER**

**APPLICATION FORM**

**SECTION 1: APPLICANT DETAILS**

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| --- | --- |
| **Name:** |  |
| **Address:** |  |
| **Mobile number:** |  |
| **Home telephone:** |  |
| **Email address:** |  |

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| Are you legally eligible for employment in the UK? |

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| How did you hear about this vacancy? |

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| What is your earliest availability to take up a new position? |

**SECTION 2: DECLARATION**

Please sign below to indicate that you are providing full and accurate information in your application, including this form, your covering letter, CV and any subsequent interview; and that furthermore you understand that withholding or misrepresenting relevant information may be grounds for dismissal.

Signature: Date:

|  |
| --- |
| (FOR OFFICE USE ONLY)  DATE RECEIVED:  DATE OF INITIAL RESPONSE: |

**SECTION 3:**

**PLEASE PROVIDE A RESPONSE TO THE FOLLOWING QUESTION, USING NO MORE THAN 500 WORDS:**

Why do you think you are suitable for the post of Music Programmer, and what skills will you will bring to the role?

**SECTION 4:**

**REFERENCES**

Please provide details of two referees, one of whom is your current or most recent employer (or key client if freelance), and indicate at which stage you consent for these references to be taken up.

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| **Name:** | **Relationship to you:** |
| Address: | Contact numbers: |
| Email address: | Please contact prior to interview  YES/NO |

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| **Name:** | **Relationship to you:** |
| Address: | Contact numbers: |
| Email address: | Please contact prior to interview  YES/NO |

**Equal Opportunity Monitoring Questionnaire**

**Job Title:** Music Programmer

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| **Gender:** | | Male | | |  | | | 🞎 | |
|  | | Female | | |  | | | 🞎 | |
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| **Age:** | | |  |  | | --- | --- | | 18 – 25 |  | | 26 – 35 |  | | 36 – 45 |  | | 46 – 55 |  | | 56 – 65 |  | | Over 65 |  | | | |  | | | 🞎 | |
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| **Ethnicity/cultural diversity**  Please choose one from A to E, then tick the appropriate box to indicate your background. | | | | | | | | | | |
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| A | White | | |  | |  | | |  | |
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|  | English | | |  | |  | | | 🞎 | |
|  | Scottish | | |  | |  | | | 🞎 | |
|  | Welsh | | |  | |  | | | 🞎 | |
|  | Irish | | |  | |  | | | 🞎 | |
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|  | Any other white background, please write in:  ………………………………………………… | | | | | | | | | |
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| B | Mixed | | |  | |  | | |  | |
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|  | White and Black Caribbean  White and Black African  White and Asian | | | | | | | | 🞎 | |
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|  | Any other Mixed background, please write in:  ……………………………………………………… | | | | | | | | | |
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| C | |  |  |  | | --- | --- | --- | | Asian, Asian British, Asian English, Asian Scottish or Asian Welsh | | | |  |  |  |  | | Indian |  | 🞎 | | Pakistani |  | 🞎 | | Bangladesh |  | 🞎 | |  | | | | Any other Asian background, please write in: | | | | …………………………………………………… | | | | | | | |
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| D | Black, Black British, Black English, Black Scottish or Black Welsh | | | | |
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|  | Any other Black background, please write in: ……………………………………………………… | | | | |
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| E | Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh | | | | |
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|  | Chinese | |  | | 🞎 |
|  | Vietnamese | |  | | 🞎 |
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|  | Any other Chinese background, please write in: …………………………………………………… | | | | |
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| F | Other Ethnic Group | | | |  |
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|  | Please write in: ………………………………………………… | | | | |
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| **Disability monitoring** | | | | |  |
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| Do you consider yourself disabled? | | | | |  |
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| Yes | |  | | | 🞎 |
| No | |  | | | 🞎 |
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| If you have a disability, is there anything we can do to make our recruitment and selection procedure more accessible to you? | | | | | |
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