

Job Description

Post Title and Post Number	Events Programme Manager - 53457
Organisation Advertising Description	Hospitality and Accommodation Services
Post Number	53457
Full Time/Part Time	Full time
Duration	Fixed term for two years
Post is open to:	Internal and external candidates
Grade	Grade 8
Salary	Starting salary is normally in the range £38,511 to £45,954. With potential progression once in post to £51,702 a year.
Terms and Conditions	Administrative and Other Related
Closing Date	28 February 2015

Job Summary

The University of Birmingham is looking to build on its recent success as the Sunday Times University of the Year 2013/14 by further enhancing the quality of its facilities and student experience. To this end University is looking to recruit an experienced Events Programme Manager to develop a diverse and dynamic cultural programme and strategy across campus and its venues. The role includes the exciting opportunity to plan and develop a concert, cultural events and entertainment programme for the Elgar Concert Hall at the Bramall Music Building, Birmingham's newest and most modern venue.

The Events Programme Manager is responsible for working with others (under the auspices of the Cultural Programming Committee, led by the DPVC Culture) to agree and develop a strategy that exploits the opportunities that University's cultural assets present. These assets include its physical venues, collections, knowledge base and academic prowess, along with the skills and talents of its staff and students and its wider civic and regional connections.

The postholder is responsible for ensuring that these assets and any others that might also be aligned deliver a significant, high quality and broad cultural experience to staff, students, visitors and other stakeholder groups alike.

Main Duties

1. To act as a key lead on the Cultural Programming Committee, ensuring that the Bramall events programme supports and integrates into the wider University of Birmingham cultural offering. Liaising with stakeholders, supporting both established and new events programmes across the campus and assisting with the development of a University of Birmingham cultural programme strategy.
2. To create and deliver a programme of dedicated music, cultural events and entertainment for the Elgar Concert Hall in the Bramall Music Building, to include development, design, budget management, evaluation, analysis and programme leadership. At all times working within the confines of the Bramall programming budget and in collaboration with other stakeholders
3. To programme and deliver a minimum of 30 high quality performances/events in the Bramall Music Building over a 12 month period to meet the needs of varied demographic and stakeholder groups.
4. To deal with enquiries from orchestras, agents, composers, publishers, etc., who wish to hire/co-promote the Bramall Music Building. To prepare and negotiate contracts to include fees where appropriate in liaison with the Bramall Venue Manager.
5. Manage an events programme consistent with the educational and cultural mission of the University.
6. To lead programme excellence when commissioning, producing, originating or supporting others in respect of new work. Working in collaboration with other arts providers in the city to support the development of the positioning of the University as a major player within the city's cultural strategy and offer.
7. To work with academic departments, individual students and student groups/ societies to maximise effective utilisation of the University's facilities such as cultural event showcases at the annual Community Open Day and other key dates throughout the year.
8. To encourage and promote an ever-widening interest in the role of the arts in society and the benefits that it can bring, particularly in the cultural development of the student body
9. To ensure that accessibility, both physical and through interpretation, display materials, programmes, etc. is supported and that any education programme is correctly targeted at the needs of specific groups
10. In collaboration with stakeholders to research and initiate new performances, events and cultural programme
11. To co-ordinate and work within the University's overall marketing strategy and work in liaison with the marketing support that already exists within the organisation.

12. To maintain close liaison with key academic departments, principally Music, Art and Drama and key Guild societies through an excellent working relationship with the VP Activities and Development
13. To identify and pursue appropriate sources of external funding to support the strategy and its implementation. To apply for necessary arts and cultural grants and submit appropriate bids/tenders where necessary to enhance the programming provision for the cultural venues and assets.
14. To lead by example in setting the highest possible standards and demonstrating the qualities of the 'Birmingham Professional'.
15. To undertake all duties in positive collaboration with all internal and external stakeholders

Key Relationships

1. The Bramall Building is home to the University of Birmingham School of Music, and as such all arrangements for programming will need to adhere to an established Memorandum of Agreement. A professional relationship with both the Head of School and the Concerts and Programming Manager for the Department of Music and Barber Institute of Fine Arts is essential. The Bramall's operational and technical team is headed by a Venue Manager with whom an effective working relationship is also essential.
2. The Barber Institute of Fine Arts operates under a complex management structure. The building is owned and maintained by the University of Birmingham and its collections at the Barber Institute of Fine Arts are acquired and owned by the Henry Barber Trust. The Director of The Barber Institute is tasked to ensure that the management of both the building and its assets is carried out with proper regard to both key stakeholders. The University of Birmingham School of Music also has access to its facilities for teaching and performance requirements. Any Bramall programming would be required to respect these relationships.
3. The University of Birmingham has created the post of Deputy Pro-Vice Chancellor, Culture, with specific responsibilities for enhancing cultural life on campus. The DPVC chairs the group tasked with setting the strategic framework under which this post will function.
4. Marketing support to promote events is available from both the HAS Marketing Team and The Barber Marketing Team. The postholder would be required to work with both of these groups to ensure that all events are properly marketed.
5. Delivery of events in the Bramall Music Building would be a significant responsibility of the postholder with support being provided by the HAS events team (venuebirmingham) with whom an effective working relationship is also required.

Person Specification

Educated to degree level with a background in arts/events management or the cultural industries with experience of developing programmes for public access

The ability to articulate strategies and formulate delivery plans that are aligned with the University's visions as set out in its Strategic Plan

The postholder will be expected to communicate effectively with a broad range of stakeholders at varying levels of seniority within the University, student officers, students and external contacts, and as such will require excellent interpersonal skills with an ability to build effective and trusting partnerships, to be sensitive to the needs and interests of academic disciplines and the wider community

A demonstrable knowledge and familiarity with arts funding policies and opportunities

A proven track record of successful programme development in performances and events

Knowledge and experience of both performance and event management

Applied knowledge of programme and project cycle management to include problem analysis, project design, financial planning and management and monitoring and evaluation

Experience of managing programme budgets effectively and successfully

Proven track record of negotiating and networking skills

Broad knowledge of legislative health and safety aligned to the performance and events industry.

A flexible approach to working hours to deliver events to a high standard