

## **Venue Programme Coordinator – 31<sup>st</sup> December 2025**

**Closing date: Monday 1<sup>st</sup> April at 9am**

**Interviews will be held on: 10<sup>th</sup> April 2024**

Bradford 2025 is the company created to deliver the Bradford district's year of culture. A hugely exciting time for the Bradford district, we're set to deliver more than 1,000 new performances and events. It's an opportunity for us to about bring a new side of Bradford to the world.

We have an exciting opportunity for a Venue Programme Manager to join our team. If you are a great administrator, who loves working with people and have that keen eye for detail that makes brilliant events happen; then we want to hear from you!

Working closely with the Venue Programme Producer you will manage scheduling, logistics and information flow to ensure the smooth running of two key venues in 2025. The first venue will be a meanwhile performance space in Bradford city centre with a capacity of around 200. The second will be our new performance venue Beacon, which will travel to four or five park locations during the spring and summer months in 2025. Beacon is a flexible space with a maximum capacity of 500. Across the spaces will be a high quality and engaging programme of opportunities for the local sector, the best of touring and visiting work and community co-created content.

As these are new performance spaces, you will be central to making sure they work brilliantly. Liaising closely with Programme, Production, Audiences, Box Office and Front of House teams to put all the things in place that make a terrific experience for audiences, artists and users of the venues.

### **Key responsibilities:**

- Managing and monitoring venue calendars to ensure they are up to date and affective for use across relevant teams
- Working within agreed financial parameters, keeping accurate financial records and managing budgets around artist liaison, access, evaluation and wraparound activity for events
- Ensuring smooth flow of communication between Production, Programme, Front of House and Box Office teams to facilitate planning and smooth delivery of the event including:
  - Dealing with day-to-day inquiries from visiting artists
  - Schedule and coordinate site visits, venue tours and artist visits to the District
  - Preparing event schedules
  - Preparing box office and front of house information sheets
  - Arranging and delivering briefings for freelance Event Managers
  - Working with colleagues across relevant teams to ensure appropriate staffing is in place
  - Collating artist riders and working with relevant staff to make sure this is in place
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- Working with Audiences team to gather marketing assets and content to meet deadlines

- Issuing and monitoring contracts, deal memos and data sharing agreements with visiting artists, companies and promoters
- Working with Finance and Box Office teams to issue post event settlements
- Working closely with Production team to:
  - Gather tech specs, risk assessments and production information in a timely manner
  - Track production spend hours and sustainability data
- Arranging meetings of Programming Group and collating resources, venue packs and artist information
- Supporting Engagement team around coordination, artist liaison and logistics for additional/ wraparound creative activity related to performances and events
- Gathering access riders and building relationships with local providers to arrange access provision
- Attend regular departmental meetings and carrying out other reasonable duties to assist the BD25 Producing, Production and Events Teams.

**You will have:**

- Relevant experience in a performance or events venue
- Excellent administration and IT skills and a keen eye for detail
- A passion for live events and performance
- Availability to work evenings and weekends as required
- Great relationship management and communication skills
- The ability to think clearly and prioritise effectively in busy environments
- A commitment to access and inclusion
- An understanding of the support needed by communities and informal groups for them to put on events

**Benefits include:**

- £30,000 salary
- 37 hours per week worked flexibly (our office is based in a City Centre location)
- 25 days holiday plus bank holidays
- Contributory pension scheme with 5% employer contribution
- High street discounts through Charity Worker Discounts
- 2x death in service cover
- Confidential employee assistance helpline

**We expect everyone in our team to:**

- Develop an understanding of Bradford City of Culture 2025, its values, the benefits it brings to the Bradford District and to funders and sponsors.
- Create a positive working environment, underpinned by our values.
- Act as an ambassador for Bradford City of Culture 2025.
- Drive change in our industry through actions and words that advocate inclusion and equality, creating a culture that recognises and celebrates diversity and sustainability.
- Be accountable for the safety of themselves and others by working safely and in accordance with our Health & Safety and Safeguarding Policies.
- Ensure we are collecting and using data from all activities to inform decisions, demonstrate our impact and fulfil our funding conditions in line with GDPR.
- Undertake relevant training and development as required.
- Be open to the opportunities to mentor, train and develop colleagues and participants in Bradford 2025.
- Carry out any other tasks that will be required on an ad hoc or continuing basis, commensurate with the general level of responsibility of your position.

We're committed to ensuring that everyone feels accepted and can be their true selves at Bradford 2025, and we want our team to reflect our district. We believe that diversity in our team is crucial to our success, so we welcome applications from all races, genders, religions, ages, and sexual orientation as well as from people living with disabilities. We are proud to be an equal opportunity workplace and our ambition is to recruit and retain the best people regardless of background.

If your experience looks different from what we've advertised and you believe that you can bring value to the role, we'd love to hear from you. If you require any adjustments to the recruitment process, please let us know so we can help you to be at your best. This might be as simple as wanting sight of the interview questions ahead of time – whatever it is, just ask and we'll see what we can do. We welcome applications from candidates who may have previously applied.

To apply for the role please submit a copy of your CV and a covering letter (no more than one side of A4) to [Recruitment@bradford2025.co.uk](mailto:Recruitment@bradford2025.co.uk). Please ensure your CV and covering letter demonstrate clearly how your skills and experience meet the requirements of the role.