



PROGRAMME MANAGER - JOB PACK



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What's interesting about Global Grooves is it looks across all the art forms on an equal level. The maturity of the company is around working with those different art forms and getting experts in each of those. That's the richness that you get with Global Grooves

Angela Chappell, Arts Council England

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JOB DESCRIPTION

Job title:	Artistic Programme Manager.
Salary:	£25,000 per annum. 5 days *per week. (Approx 37.5 hours)
Responsible to:	Global Grooves Senior Management Team (SMT).
Responsible for:	Freelance delivery team
Contract:	Minimum 12 month fixed term contract. Extension possible.
Location:	The Vale, Unit 2 Vale Mill, Micklehurst Road, Mossley, OL5 9JL.
Hours:	General office opening hours are 10.00 – 18.00, but evenings and weekends will occasionally be required.
Travel:	Sometimes overnight stays on site may be required, particularly during event delivery times. *We would consider amending this post to suit flexible working hours or job share.
Probation period:	Bi-monthly reviews, 6 month probation.

Main Purpose of the post

Global Grooves is seeking a highly organised, motivated, and dedicated individual to help develop and manage our funded programmes and touring productions. The role will offer administrative and project management support to set up, deliver, market and evaluate projects associated with our learning and participation programme both on and off site as well as the project management and production of performances and touring work. You will work closely alongside other Global Grooves producers, freelance artists and programme managers to deliver high quality participatory and performance events for a wide variety of participants, clients and funders. Projects will consist of larger sustained programmes of work, 'short and sweet' funded projects, and smaller 'one off' events. This role is ideal for someone who is looking to gain a wide range of different experiences in the arts and cultural sector and those who want to be part of the development of Tameside's brand new, and only multi-use cultural venue and Carnival centre of excellence.

Work will be varied as part of a small dedicated, hard working team and meet the needs of rapidly growing extremely busy, and developing emerging organisation including;
Understanding in detail a number of complex and linked funded programmes, some established and others yet to fully be launched or indeed imagined.

- Writing, organising and setting up of funded programmes from a standing start, sometimes using a co-creation model in consultation with our local community, service users, artists, funders and clients.
- Management of budgets and finance for small and medium scale projects from £5,000 up to £50,000
- The creation of marketing, recruitment and documentation materials for screen and print including social media management.
- Management of freelance artists, crew and producers to ensure projects and events are adequately resourced and supported by an excellent team.
- Building and resource management to ensure that programmes have adequate space, materials and physical resources for effective delivery.
- The development of a robust evaluation process for all projects and to report back to funders, the Global Grooves SMT, occasional board papers, and capture and share the often life-changing stories that participation in our projects and events inspire.
- Articulating our vision, values, messages and services to a wide variety of stakeholders in written communications, by telephone and in face to face meetings and pitches.
- Building our earned income is paramount to the sustainability of our organisation and every member of the team will have a responsibility to increase our commissions and sales for our performances and touring productions, You will have responsibility for the management of some events from the initial pitch to closing the deal through to delivery, and where appropriate monitoring and evaluation.

This is an exciting and unique opportunity for a keen individual with a passion for the arts and excellent organisational and administrative skills. This is an involved and important role in a small but very busy emerging organisation and arts centre. The Artistic Programme Manager will need to be a self-starter, with the initiative to manage their own workload, time and the drive to get the job done to a high standard sometimes under pressure during complex projects (whilst support is available during a settling in/ transition period). They should be committed to helping to grow the businesses, and in return we can offer responsibility, opportunities for development, and a creative and friendly working environment.

JOB DESCRIPTION

We recognise that this is an extensive Job Description; support and/or training will be given if required and we are willing to consider shaping the role to suit the individual.

1. General Administration

The Programme Manager will be the main point of contact for a number of funded and earned income projects, you will be responsible for the general administration of these projects and events. As a small team you may be required to manage the whole project workflow from conception to evaluation.

Duties may include;

- Planning and preparing for events both on and off site including resource management.
 - Managing email, social media and telephone enquiries related to your projects and events.
 - Following up on bookings and programmes to gather feedback from stakeholders, participants and clients.
 - Database and CRM Management (Artifax).
 - Collecting and reporting on participant demographics and monitoring.
 - Collecting and reporting project evaluation.
 - Organising news shots, website updates and distribution of marketing materials.
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JOB DESCRIPTION

2. Traded Services and Events

Global Grooves is an exciting and busy place of work. Like many others in the sector we are working towards sustainability through traded income and sales of products and services. The Programme Manager will be responsible, as part of our team, for the sale and negotiation of many of our larger-scale artistic products and services from pitch to completion.

Duties may include;

- To learn about and understand in detail the core products and services of the organisation and our home The Vale.
- To learn about and understand in detail the core values and 'brand' of the organisation
- Supporting sales and communications providing detailed information, quotes, preparing offers, projects pitches, contracts and tenders via phone, email and in person.
- Seeing sales / commissions through from conception, to pitch, closing the deal and completion, including project managing some of these events.
- Horizon scanning and Identifying and pitching to new clients / partners in collaboration with other team members.
- Strengthening relationships with our current clients.
- Managing bookings and sales database and following up on live enquiries and leads.
- Where appropriate writing and creating compelling copy / pitches to support the sale of products and services.

3. Managing relationships with staff, freelancers and volunteers

As you will be following many projects from set up to delivery you will also be working closely with our inter/national freelance workforce and communications between them and clients. Global Grooves has a very collaborative working environment and excellent communication between staff and team members is paramount.

Duties may include;

- Artists liaison.
 - Drafting contracts and other employment documentation.
 - Providing a first point of contact for contractors working on your projects.
 - Coordinating an inter/national team of freelance artists, crew and producers to deliver on various projects and events.
 - Scheduling the workforce, resources and arrangements for events inter/nationally.
 - Arranging accommodation and resources for freelance workforce.
 - Scheduling and arranging sick and holiday cover in partnership with freelancers.
 - Managing expectations between our freelance team and clients.
 - Managing volunteers, volunteering schedules and volunteer databases.
 - Regularly contributing to team meetings and planning.
 - Regularly updating team members on progress, successes and challenges.
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5. Project and events management

- Liaise with Global Grooves staff, freelancers, clients and funders to find out the exact event/project requirements including reviewing a fully understanding successful funding bids and project pitches.
- Produce detailed project plans including timelines, suppliers, resources, legal obligations, risk assessments, workforce and budgets
- Research and source resources, suppliers, freelancers and contractors, then negotiate prices and secure bookings.
- Manage and coordinate suppliers and all event logistics (for example, venue, catering, travel, equipment)
- Publicise and promote events and projects
- Manage all pre-event planning, organising tutors, performers, artists, speakers and participant and client information.
- Coordinate suppliers, handle client / funder / participants queries and troubleshoot on the job to insure that all runs smoothly, on time and on budget
- Manage workforce giving full briefings and ensuring the aims, objectives and purpose of events and activity is fully understood.
- Organise facilities for car parking, traffic control, security, first aid, hospitality and the media if applicable.
- Ensure that insurance, legal, health and safety obligations are followed
- Oversee the get in and get out of events and set up and clear the event venue/space efficiently
- Produce post-event evaluation and monitoring to inform future programmes and document challenges and successes.



ESSENTIAL REQUIREMENTS

- Proven administrative and project management experience, gained through employment or voluntary positions.
- High-level of organisational skills with the ability to demonstrate how you have managed multiple, time-sensitive, complex projects in the past.
- Experience of managing complex project budgets of over £25,000.
- Experience of managing complex public funded programmes.
- Experience of managing online and email communications.
- Experience of participant recruitment and participatory events.
- Experience of ‘co-creation’
- Experience managing events and activities in the arts and cultural sector.
- Experience in events / project marketing.
- A passion for communicating with others.
- Excellent computer skills, including Excel, Word and the ability to use (or learn to use) a Mac.
- Technically savvy with the ability to adapt to new software and online platforms.
- Experience (or willingness to learn about) updating websites, including basic knowledge of WordPress.
- Ability to contribute constructively to team meetings.
- Excellent creative writing skills, with good grammar, spelling, attention to detail, understanding of brand values and the ability to tailor copy/writing for different audiences and purposes.
- Confidence in pitching and selling to customers authentically via email, over the phone and sometimes face-to-face.
- Ability to work under pressure on a variety of varied jobs.
- Highly organised, self-motivated, with the ability to take the initiative and undertake other duties as reasonably required in order to deliver work to a high standard.
- Commercial acumen and an understanding of the drivers affecting small creative industries.
- A willingness to travel and work occasional evenings and weekends for events.
- A friendly, confident and professional demeanour, with the ability to build good relationships with colleagues, customers and partners.
- A passion for the arts, culture and creativity.
- Excellent self awareness, teamworking and flexibility.
- A sense of humour and enjoyment in work
- A thirst and ability to imagine and create the unknown

DESIRABLE EXTRAS

- Full UK Driving License
- An artist working in any discipline
- Experience of fundraising
- Knowledge of using Adobe InDesign and Photoshop
- Basic HTML skills.



ABOUT GLOBAL GROOVES

Since 2003, Global Grooves has brought inspirational Carnival practice from around the world into communities across the north of England and internationally. We are passionate about embracing authentic, diverse art forms with integrity and respect, and to developing a distinctive UK Carnival aesthetic.

Our mission: to unite and empower individuals and communities through opportunities to experience and create inspirational art: in particular diverse music, dance, visual arts, and Carnival. Our three core aims:

- A. Strengthen and invigorate the Carnival sector; increase quality, distinctiveness and reach, so that more people can experience inspirational Carnival arts.
- B. Bring together people of all backgrounds (including artists at every stage of their careers) to experience and progress in high quality Carnival arts practice; through those experiences connect, share ideas, support each other, build stronger networks.
- C. Create opportunities for professional artists to make ambitious and inspirational Carnival, in and with communities (including visual arts, music, dance).

Global Grooves is a small social enterprise with a turnover of approximately £500,000 per annum.

About The Vale

The Vale is a unique community arts centre and creative hub home to several arts organisations and creative industries that deliver incredible work locally, regionally, nationally and internationally.

Founded by Global Grooves in 2014, The Vale is a fantastic, friendly and community-focused arts and learning space in Mossley. Sited in a refurbished mill unit, our multi-use spaces offer our local community a high quality and regular programme of events and one off performances. If it's losing yourself in a classic film event in our 90 seat cinema, enjoying family film time, learning creative skills, making music or buzzing from the energy of unique local and international live music and theatre events, there's something for everyone to enjoy. We believe the arts are for everyone and we're passionate about sharing.

The Vale is much more than a venue. It's the heartbeat and home to some of the northwest most inspirational cultural organisations that all operate under one roof, in harmony and partnership. This network of organisations include:

Bangdrum CIC;

Bangdrum is a national, creative education social enterprise that has been offering arts and cultural services to schools, higher education and communities for over 20 years. We offer cultural adventures that take children and communities on a journey of world music, dance and carnival arts. Bangdrum believes it's in our common interest to connect communities to wider cultural influences and to open up their world through high quality workshops and programmes for all ages.

Drum Jam Ltd;

Drum Jam is a national corporate teambuilding organization that uses creative arts and rhythm to build stronger teams within businesses. We offer a wide range of teambuilding programmes delivering the majority of our work in the South of England.

Cabasa Carnival Arts

Cabasa Carnival Arts is a leading UK carnival arts organisation, producing large scale, spectacular outdoor work, which keeps the community at its heart. Cabasa has been delivering high-quality carnival creations in the Northwest for the past 20 years, providing a unique and innovative approach to street art and continuing to develop the art-form in the region.