**JOB TITLE: Arts and Culture Programmer/Producer – Part time (3-4 days per week including some evenings & Sundays)**

**LOCATION: London, NW3 (occasional travel required)**

**SALARY RANGE: £25,000-27,000 (depending on skills and experience) pro-rata**

**REPORTING TO: Head of Arts and Culture Programming**

**ANNUAL LEAVE: 20 days plus statutory bank holidays and Jewish holidays (pro-rata)**

**ABOUT JW3:**

JW3 is a non-profit Jewish Community Centre and arts venue based in London NW3, open to all regardless of race, religion, belief, gender, sexuality, ability or age. We are a registered charity and a company limited by guarantee. We opened our doors in October 2013 and currently receive over 200,000 visits each year to our purpose built centre that houses a Cinema, Restaurant, Bar, Café, Nursery, and over a dozen spaces where a year-round programme of over 6,000 activities takes place, including adult education, language classes, theatre, music performances, youth programmes, after-school activities, food & drink workshops and demonstrations, parties, ‘big name’ talks and debates, films, family programmes and more.

In March 2020 JW3 went from being a purely in-person operation to engaging tens of thousands of people remotely. As we return to in-person activity we are committed to continuing to serve audiences online.

*Our Vision is to be at the heart of a vibrant, diverse, unified British-Jewish community, inspired by and engaged with Jewish arts, culture, learning and life. We aim to achieve this by…*

*• …creating outstanding events, activities, classes and courses – the diversity of which reflects the diversity of our community;*

*• …offering multiple entry points into Jewish life, culture and community for the widest possible range of people regardless of age, background or belief;*

*•…increasing the quality, variety and volume of Jewish conversation in London and beyond.*

# MAIN PURPOSE OF ROLE:

Working as part of JW3’s Programme you will develop, plan and implement an innovative, creative, engaging, diverse and dynamic year-round programme of high-quality performance events, activities and projects, reaching a wide range of people in order to help fulfil JW3’s Vision and Mission.

# SPECIFIC RESPONSIBILITIES & DUTIES:

1. **Development and Delivery of Programme**
   * Plan and deliver a year-round programme that includes theatre, comedy, spoken word and other live performances of the highest quality (in-person, digitally and a blend of the two) which will be informed by JW3’s ongoing objectives. This will include a number of JW3 original and unique projects which are of particular interest to the Jewish community.
   * Take responsibility for ‘performer care’ for all events.
   * Be present at key events to ensure the smooth and successful running of these events, and where not possible, ensure cover from within the team.
   * Ensure that all activities are run in a safe and responsible way. This may involve risk assessments for activities and events and ensuring compliance with any relevant JW3 policies, e.g. safeguarding, health and safety etc.
   * Participate in fundraising initiatives in support of the artistic programme.
   * Design and develop outreach and participation strategies for use across the Arts and Culture team.
   * Work on Artist Development initiatives at JW3 alongside the Head of Arts and Culture. Hold key, distinct responsibilities including running the Artist Network and programming showcases of new work.

# Programme Partners and Providers

* + Build and develop relationships with key partners. Continue to work with existing partner organisations and develop new ones. Generate collegial and vibrant frameworks for the development of appropriate events.
  + Identify key relevant partners for community outreach and participation
  + Work with all the Programme Heads and the Director of Programming to identify, develop, negotiate and manage appropriate new programme partnerships and agreements for current and future activities.
  + Manage the relationships with relevant ‘programme providers’ e.g. performers, theatre companies, directors, comedians etc.
  + Help to establish JW3 as a desirable addition to the circuit for relevant providers and performers
  + Provide contracts, production guidelines and communicate any other relevant systems to companies working with JW3.

# Finance/Budgets

* + Ensure that JW3’s performance programming works within the financial frameworks and systems, as set down by Director of Programming and the Finance department.
  + Negotiate financial arrangements with performers, partner organisations and companies, within the guidelines set by the Programming Director, and ensure they work to agreed budgets.
  + Complete and reconcile event budgets within set timeframes.

# Audience Development and Engagement

* + Work with the wider Programming Team to build appropriate relationships with our audiences and grow their loyalty and affiliation.
  + Promote the JW3 programme to our existing and potential audiences.
  + Implement effective feedback and evaluation processes to engage participants of JW3 activities and improve what we offer.
  + Support the Programme Heads, Director of Programming and marketing team in devising approaches to seeking out new audiences.

# Liaison with JW3 Colleagues

* + Programming Team: Work collaboratively as part of a wider Programming Team in order to maximise the potential of our human resources to achieve JW3’s goals.
  + Work Collaboratively and effectively within JW3 systems and processes with JW3 colleagues and departments, in particular the following: Production Manager, Duty Manager, Building Manager, Housekeeping team, Finance team, Marketing team and Box Office Manager.

# Promoting and Representing JW3

* + Protect and enhance the reputation of JW3, presenting the organisation in an appropriate and professional manner to stakeholders.
  + Act as an advocate for the impact of JW3’s work where appropriate.
  + Build appropriate relationships with relevant organisations to raise JW3’s positive profile.

1. **Other Responsibilities**

* Attend all relevant staff meetings, supervisions, Arts and Culture team meetings and full Programme team meetings
  + Act as an ambassador/point of contact in the JW3 office, including answering the telephone and welcoming guests, as needed.
  + Undertake other reasonable duties as required by your line manager or member of the Senior Leadership Team.

# Review Arrangements

This job information cannot be all encompassing. It is inevitable over time that the emphasis of the job will change without changing the general character of the job or the level of duties and responsibilities entailed. Consequently, this information will be periodically reviewed, revised and updated in consultation with the post holder to reflect appropriate changes.

# PERSON SPECIFICATION

**All staff must wholeheartedly buy into JW3’s mission, vision, values and guiding principles. A belief in the importance of inclusivity and working cross-communally, and a commitment to high quality Jewish engagement, arts and culture, and community-building is critical.**

**Essential Experience**

* A demonstrable understanding of the live performance scene in London and within the UK Jewish community – especially in the areas of theatre, comedy, and spoken word.
* Experience with and a passion for outreach, engagement and wider participation within the arts.
* Experience running digital events and working with different platforms.
* A broad understanding of Jewish culture and the Jewish calendar, including relevant anniversaries that could translate into performance programming.
* The vision and ability to programme one-off events as well as a series of themed events.
  + - A demonstrable understanding of how we can use theatre and other live performance to achieve the objectives and vision of the Centre
    - A good track record of planning and producing successful live performance events and programmes for relevant target groups in a commercial or cultural or community organisation/context (e.g. an arts centre or festival, a community centre, etc).
    - Experience of Artist Development initiatives and projects.
    - Successfully working under pressure, with multiple demands and in a changing environment.
    - Successful management of programme or project budgets.
    - Skills in building, developing and maintaining effective relationships with organisations or individual performers
    - An appreciation of, and passion for, Jewish arts and culture.
    - Successful Arts fundraising experience.

# Desirable Experience

* + - Experience in the operation event production and the booking of performers and /or speakers
    - Experience of working or volunteering in a community centre or other Jewish communal setting
    - A network of relevant contacts in the area of theatre, performance, comedy.
    - Experience of producing events in outdoor settings
    - Voluntary or professional work with diverse audience types and age groups, e.g. the elderly, students, adults with disabilities etc.
    - Improving access needs for people with disabilities

# Skills and Knowledge

* + - Good knowledge and understanding of comparable institutions performance, comedy, spoken word programmes or projects that work with JW3’s specific target groups.
    - Effective team-working and collaboration skills - ability to work with team of colleagues in a collaborative way in an environment where work is shared in order to meet tight deadlines.
    - Organisation - high level planning and organising skills in order to produce plans, and work on multiple projects simultaneously.
    - IT - solid level of IT competency, including demonstrable effective use of Word, Excel, Outlook to maximise efficiency.
    - Empathy and social skills - in order to understand the perspective of others, respond to needs and expectations and build effective working relationships, e.g. with partner organisations, programme providers, colleagues etc.
    - Influence - effective negotiating, influencing and persuasion skills at an appropriate level.
    - Communication – excellent verbal and written communications skills. Able to build networks, articulate the vision and mission of JW3, and excel in communicating with the public, colleagues and stakeholders.
    - Self-direction - ability to work on own initiative and without direction. Ability to structure own time, use initiative, prioritise effectively to deliver on the key goals set by the CEO, Director of Programming and Board.
    - Creativity and innovation - intellectual ability to think analytically and seek creative solutions to problems.

# Personal Qualities

We are looking for someone who:

* + - Demonstrates positive leadership qualities.
    - Demonstrates a genuine personal commitment to engaging with JW3’s target groups.
    - Can demonstrate a commitment to and successful experience in endeavours aimed at building community
    - Has a a willingness to work in the evenings, weekends and Bank Holidays as required. NB, to serve the needs of a community centre that operates 15 hours per day for 6-7 days per week, Programmer roles are not 9-5 office roles.
    - Has a natural ability to network effectively and forms positive relationships.
    - Has passion, drive, commitment and integrity.