Programme Manager

Company: Go Live Theatre | **Location:** Victoria, London

Reports To: Head of Programmes | **Role Type:** Full-Time

Salary: Circa £42,000 (dependent upon experience)

About Go Live Theatre

Go Live Theatre (GLT) is a charity that uses the power of theatre to create inspiring experiences and unlock possibilities for children and young people. We believe everyone deserves the opportunity to experience the joy and life-enhancing benefits of seeing and participating in theatre.

The Challenge: Physical, emotional, social, and financial barriers prevent too many young people and families from experiencing the magic of theatre. We are here to change that.

Our Impact: We bring young people and families together through shared live experiences, building memories, boosting confidence, and developing key skills for the future. Beyond our programmes, we work with the wider theatre industry to elevate education and access provision for all.

About the Role

Go Live Theatre is seeking a full-time Programme Manager to drive the charity's education work in London and across the country. The role will require curating and running various inclusive projects to meet those needs.

The successful candidate will have a proven track record of developing and running programmes in the arts with strong planning, organisational and evaluation skills.

They must be an excellent communicator, creative and energetic and be a committed advocate for the participatory arts and theatre.

The Programme Manager will report directly to the Head of Programmes. There are currently no line-management responsibilities, but in conjunction with other members of the Programmes team, they may be required to supervise students on placements or work experience and volunteers.

The Programme Manager will be working within a small but dedicated team of eight and therefore flexibility and a willingness to 'muck in' and help colleagues from time-to-time is a must!

Context

Currently GLT offers a variety of projects to school pupils, community groups, children and families (including those with SEND) across London and the strategic plan is to expand those programmes across England and Wales.

We currently offer a Relaxed Performance consultancy for West End productions and in collaboration with producers and venues across the country, GLT also plans to develop and expand this offering to more regional theatres.

Key Responsibilities

These include but are not limited to

- Curate and organise a variety of established programmes including identifying and recruiting appropriate practitioners and developing the programme as required.
- Build and maintain the programmes database including SEND and mainstream organisations.
- Work with the CEO and Head of Programmes to set budgets, and once agreed, ensure projects stay within budget.
- Work with the Development and Commercial Teams to raise appropriate funding by attending pitches, compiling evaluation reports etc.
- Prepare and sign off the necessary paperwork for programmes such as invoices, contracts, DBS checks etc.
- Create and cultivate a network of contacts and practitioners across mainstream and SEND work.
- Liaise with producers, venues and marketing agencies to secure appropriate inventory to run our flagship Family First Nights programme.
- Oversee the creation of Relaxed Performance resources for commercial theatre productions.
- Provide full evaluation reports for each aspect of the programme.

General

- Oversee and manage your own budget and provide periodic budget forecasts.
- Keep abreast of trends and issues in the delivery of arts education for children.
- As required by the CEO and Head of Programmes, attend conferences/seminars and regular meetings of theatre/art education providers, representing GLT.
- Assist with the maintenance and updating of the CRM database (Beacon).
- Work with the Marketing Manager to keep the relevant pages of the GLT website up to date and accurate.
- Prepare updates for the CEO and Head of Programmes activity report for the quarterly Board meetings.

Person Specification

Essential Experience; Knowledge & Skills

- Track record of successful management of community engagement or education projects
- Experience of working with young people in challenging and vulnerable circumstances and knowledge of their needs
- Knowledge of London participatory arts and youth sectors
- Knowledge and understanding of the West End theatre industry
- Highly organised, able to plan, prioritise and meet deadlines
- Strong administrative and IT skills with the ability to manage a diverse workload
- Flexible and able to take initiative to solve problems
- Excellent interpersonal skills, able to maintain good working relationships with staff, freelance artists, youth and family support workers

Personal Qualities

- Energetic and enthusiastic about our work
- Able to empathise and engage with a wide range of people, sensitively and intelligently
- Self-motivated, calm under pressure and a confident, friendly communicator
- A passion for the arts and theatre, particularly in providing opportunities for children and families

What We Offer

- Monday to Thursday office based (Victoria, London) with option to work from home on Fridays.
- Generous annual leave allowance of 28 days plus eight bank holidays.
- Pension scheme after qualifying three-month period.
- Regular opportunities to attend theatre performances and see firsthand the impact of our work.

Salary: Full-time salary circa £42,000 per annum

Hours: Full-time, 40 hours per week including an hour lunchbreak. Office hours are generally 10am-6pm. Occasional evening and weekend work may be required with time off in lieu (subject to the consent of the CEO).

Probation & Notice: Three months' probation period and three months' notice either way.

Pension: 5% employer contribution after passing probation. The employee must then contribute 3% of their salary. Employees can opt out of the statutory pension scheme.

Child Protection: All GLT employees must attend Level One Safeguarding Children training and have a current DBS disclosure, renewed every 3 years. All GLT employees must also complete Level Two SEND training.

Location: Fivefields, 8-10 Grosvenor Gardens, London SW1W 0DH

How to Apply

- To apply, submit your CV and a cover letter detailing your relevant experience, why you are passionate about our mission and how your skills match the requirements of the role, to **Recruitment@golivetheatre.org.uk**
- Application Deadline: Friday 20 November at 6pm
- Process:
  Stage 1: Initial interview including a short pre-prepared task.
  Stage 2: Final interview featuring a more detailed pre-prepared task (shortlisted candidates only).

Go Live Theatre is committed to equity, diversity, and inclusion. We actively encourage applications from candidates of all backgrounds, especially those that are currently underrepresented in the charity, arts and cultural sector.