



Programme Manager: Recruitment Pack

Thames Festival Trust is looking for a Programme Manager to develop and deliver creative content for **Totally Thames**, our annual river festival.

Thames Festival Trust is an arts organisation delivering festivals, stand-alone commissions, river-based events, heritage projects and education programmes. We have a twenty-five-year track record of using learning, culture and creativity to amaze, excite and inform. Our work helps bring communities together, originally around the River Thames, and now in cities across the UK and the world. The Trust is committed to producing excellent work and we strive to improve access and increase diversity across the Arts & Culture sector.

Totally Thames is a core strand of the Trust's output. It comprises both curated events and events selected via an 'Open Call' process. This open call is managed by the Trust's Admin & Project Officer.

The Programme Manager will play a central role in nurturing and developing new curated content for Totally Thames. The Programme Manager will also be expected to make applications to funding sources, and to create partnerships and gearing-opportunities to add value. We expect the Programme Manager to produce and deliver at least three projects.

We seek to develop work with a coherent and relevant river theme across all creative disciplines. We are particularly interested to nurture work from emerging artists in appropriate/bespoke river locations. We aspire to include a digital dimension to all of our creative projects and are always looking at ways in which we can expand and develop our audience reach and the quality of engagement we have with our audiences.

The Trust is a National Portfolio Organisation of Arts Council England and as such, we expect all the work we curate to align with the principles set out in their 2020-2030 funding strategy [Let's Create](#).

More information on Totally Thames [here](#)



Job Description

Responsible to: The Director of TFT

Role & Responsibilities

Programme Development & Management

- Propose new content for Totally Thames across all artforms to the Festival Director and develop the agreed projects
- Create realistic production timelines and budgets
- Integrate a digital dimension within each project
- Draft, manage and monitor project budgets, ensuring delivery against agreed levels of expenditure.
- Deliver timely budget updates and supply accurate financial reporting

Funding & Stakeholders

- Write and submit funding bids to secure necessary funds to deliver agreed projects
- Develop & nurture sponsorship leads and partnership opportunities
- Develop new and maintaining good relationships with existing funders
- Develop and maintain local, national and international professional networks with artists, organisational partners and producers to add to the Trust's database

Production

- Scope out and negotiate permissions for suitable performance/exhibition locations
- Work with the Production Manager to oversee logistics, contracting and scheduling
- Negotiate terms of engagement with artists and partners and draft contracts
- Manage and liaise with freelance and/or temporary contract staff

Online & Marketing

- Liaise with the Head of Digital, Marketing & Communications on the development of PR, marketing and digital campaigns for the programme and key projects
- Provide marketing & PR information to the Trust's Head of Digital, Marketing & Communications
- Write blog posts and social media posts about the programme

Evaluation

- Contribute to project evaluation process by gathering and processing feedback data from audiences, artists and stakeholders.
- Collect accurate qualitative and quantitative data collection for projects
- Write and submit project evaluation reports

Other

- Undertaking other duties as may be reasonably required



Person Specification

Essential Skills

- Proven track record in developing and commissioning new work
- Clear understanding of logistical planning and project budgeting
- Demonstrable experience of managing and maintaining project budgets
- Proven success in applications for arts funding
- Proven experience of initiating and developing successful partnerships and collaborations
- Experience of artist management and contractual negotiations
- Proven understanding of production and audience development

- Confident communicator at all levels (email, face to face and telephone) and to a wide range of stakeholders.
- Problem solving skills with a proactive approach
- Strong organisational and time management skills

- IT literate: Word, Excel, and Outlook.
- Understanding of digital platforms: Facebook, Twitter, and Instagram.

- Ability to work on own initiative as well as within team
- Ability to work flexibly, independently, and resourcefully
- Ability to manage multiple projects, while paying close attention to detail
- Ability to research and collate information

Desirable Skills

- Track record in sponsorship development
- Working in site-specific installations and non-traditional venues
- Working across multiple artforms
- Working with young artists, artists from ethnic backgrounds and artists from protected characteristics
- Knowledge of and interest in the Thames

Terms & Conditions

Salary/Fee: the role can be delivered either as a freelancer or PAYE role
As a freelancer for a total fee of £15,000, as a PAYE for £13,662

Contract period: February to October 2022 (inclusive). Part time two days commitment a week

Working hours: The Trust's standard office hours are 10am-6pm

Location

- Thames Festival Trust is based in London.



- All members of the Trust are currently working remotely in line with government advice. This role will initially be delivered working from home (WFH) and therefore you must have access to a computer and internet connection to be eligible.

How to Apply

Deadline for applications

- By 12 November at 5.00 pm.
- Short-listed applicants will be contacted on 17 November 2021.

Interview date

- 22 November 2021

Start date: 1 February 2022

End Date: 30 October 2022

To apply:

- Please email a covering letter (no more than two pages) setting out how your experience and skills match the requirements of this role
- Please enclose your CV
- Please complete our [equal opportunities monitoring form online](#).
- Submit documents to: recruitment@thamesfestival.org

For more information or questions, contact Daniela Paolucci (General Manager) – d.paolucci@thamesfestival.org

Thames Festival Trust is an equal opportunities employer.

We are committed to working towards a more diverse cultural sector. Our recruitment process is open to all, but we are particularly keen to hear from those from ethnic minorities, those who self-identify as LGBTQIA+, those from lower socio-economic backgrounds and those who self-identify as disabled, as these groups are currently underrepresented in our teams.

Recruitment equal ops data is anonymised and used internally to identify ways to improve our process and reach the widest possible pool of candidates.