

PROGRAMME COORDINATOR BRIEF

We are seeking to appoint a freelance **Programme Co-ordinator** to assist on the programming and delivery of a regular programme of theatre and other performance activity in and around Oldham over the next six months.

Brief

The freelance **Programme Co-ordinator** will support the delivery of our activity over the next six months. This includes the following (not exclusively):

- Working with the Interim CEO and Artistic Consultant to co-ordinate a regular programme of theatre and other performance activity between October 2024 and March 2025 to achieve audience targets and other key performance indicators
- Collaborate with the Artist Development Co-ordinator to ensure Oldham and Greater Manchester based artists are represented in the programme
- To deliver the programme on budget and on time according to agreed deliverables
- To be responsible for logistical requirements including (not exclusively) contracting, risk assessments, ticketing, technical specifications and production etc
- Research and identify appropriate performance venues across Oldham to present work in
- Liaise with the Marketing Consultant to create impactful and successful marketing campaigns that achieve box office targets
- Liaise with the General Manager to ensure events are adequately staffed and managed
- Monitoring, evaluation and documentation of artist development activities
- Build a network and knowledge of the studio performance spaces across Greater Manchester

Other

- Maintain the confidentiality of all affairs of the Coliseum that should properly remain confidential
- Be an effective representative of the Coliseum in all situations, demonstrating the highest level of customer care and promoting the theatre's work and charitable objectives
- Work in the best interests of the Coliseum and in accordance with company policies such as but not limited to equal opportunities, health and safety, safeguarding and IT

This brief will be supported with access to a General Assistant.

Terms and conditions:

Terms: Freelance contract (six months September 24 to March 25)

Hours: Negotiable, initially estimated at 2 days per week

Fee: £10,400

We want to create a community where everyone feels valued regardless of their background, identity or circumstances and are committed to equality and representation within our workforce. We would like to invite freelancers to express interest who are currently under-represented in sector.