
CREATIVE PROGRAMME ASSISTANT

Job description

Department:	Programming
Responsible to:	Head of Creative Programme
Direct Reports:	Programme Manager
Contract type:	Full time, Permanent contract
Salary:	£28,000

ABOUT WOOLWICH WORKS

Woolwich Works is a multi-million-pound cultural hub in the old military buildings of the Royal Arsenal that opened in September 2021. Our spaces include a stunning 1500m² former factory performance and events venue, rehearsal and performance studios, event spaces, outdoor courtyard and a beautiful, buzzing café bar. We're home to a number of world class resident artistic companies, including Carlos Acosta Dance Foundation, Chineke! Orchestra, the National Youth Jazz Orchestra, Luca Silvestrini's Protein and internationally renowned theatre company, Punchdrunk.

This job is being advertised by Woolwich Creative District Trust (the 'Trust'), an independent not-for-profit organisation founded to run Woolwich Works.

ABOUT THIS JOB

This is a multi-faceted role in that it is in equal measure about responding to enquiries and proactively securing bookings; working to develop and deliver content; and hands-on operational delivery and internal coordination.

The Creative Programme Assistant is responsible for supporting the delivery of Woolwich Works' public programme. Reporting to the Programme Manager, they will work to ensure the delivery of hires from external promoters and producers across a range of performance genres. They will support the Programme Manager and Head of Creative Programmes in our work with Resident Artistic Companies, associate artists and other partners to contribute to our visions of being a catalyst for great artistic collaboration.

This is a multifaceted role in that it is in equal measure about responding to the enquiries, hands-on operational delivery and internal coordination.

Is this job for you?

We're looking for somebody with knowledge of – and commitment to – creative and cultural engagement. You'll be passionate about the making Woolwich and the wider Royal Borough of Greenwich a better place to live through participation in creative activities. You will enjoy working with people, highly organised, pro-active and able to respond with agility to a fast-paced and dynamic creative space.



KEY RESPONSIBILITIES

This role supports the planning, delivery, and administration of the public programme at Woolwich Works. It involves coordination across teams, managing key information, assisting with logistics, and working closely with artists, partners, and internal colleagues to ensure events run smoothly, on budget, and in line with organisational aims.

1. Support planning and delivery of the public programme, including contract administration, venue advances, riders, settlements and the collection and distribution of production and health and safety information; compiling reports and circulating internal information as required.
2. Assist with managing the venue diary, working positively with colleagues to control costs maximise available opportunities.
3. Work with the Operations and Events departments to help deliver programme content as required, ensuring that all events are inclusive or accessible to audiences.
4. Build and maintain positive working relationships with partners and programme hires
5. Support the development and delivery of Woolwich Works' own and co-promoted programme elements.
6. Work with the Programme Manager and Head of Creative Programmes to support Resident Artistic Companies with on-site public programme delivery. Provide assistance with the performance aspects of the Education and Community Programmes.
7. Work with the Marketing department and external promoters/producers to ensure marketing plans and on-sale arrangements are in place, with all required copy and assets are delivered on time.
8. Support project management tasks and manage budgets as directed by the Programme Manager or Head of Creative Programmes.
9. Use planning tools, databases, and budget trackers required within the programming department, including Artifax and Excel

General Responsibilities

1. **Undertake designated responsibilities**, such as a First Aider, Fire Marshal or Duty Manager if required and appropriately trained.
2. **Ensure full compliance** with all relevant legal, licensing, health and safety food safety, safeguarding, and internal policy requirements.
3. **Support the development of future talent** by welcoming and mentoring work experience placements, interns and apprentices, creating an inclusive and supportive environment.



4. **Promote and maintain a safe working environment**, following the Trust's Health and Safety Policy and all other relevant policies, procedures and encouraging others to do the same.
5. **Protect the organisation's data and information assets**, ensuring all work complies with the Trust's data protection policies and the Data Protection Act 2018.
6. **Take personal responsibility for ongoing learning**, undertaking training and professional development as required to meet the evolving needs of the organisation.
7. **Always act in the best interests of the Trust**, complying fully with all relevant organisational policies and procedures.
8. **Carry out any other duties** reasonably expected of the role.

Note: This job description outlines key responsibilities but does not form part of the employment contract. Duties may evolve over time and will be reviewed periodically in consultation with the post holder.

PERSON SPECIFICATION

Essential skills and experience

- A commitment to, and knowledge of the coordination and delivery of creative and cultural engagement, gained through practical delivery of such activities.
- Experience of building relationships with a range of people, including artist, cultural and voluntary sector organisations.
- Experience of project administration and coordination including managing budgets, collaborative planning and evaluation and monitoring.
- Good written and verbal communication skills and a high level of emotional intelligence.
- Experience of working with a range of stakeholders including those without experience of engaging with creative and cultural activity.
- A self-starter, well-practiced in managing a varied workload, balancing conflicting priorities, and working both independently and as part of a larger team.
- Good IT skills, confident with data and analysis.
- A commitment to widening participation, diversity and inclusion.

Desirable skills and experience

- Experience of safeguarding requirements and the protection of children and vulnerable adults.
- Experience of health and safety management and risk assessment; relevant qualification.
- Experience of fundraising for projects
- Experience of managing volunteers and / or work placement programmes.
- A proven ability to embrace a cross-art form approach.
- Experience as a creative practitioner and / or of working in a live performance environment.
- An in-depth knowledge of the Royal Borough of Greenwich.



CONDITIONS

Hours of work	<p>This is a full-time role, typically 40 hours per week, usually worked Monday to Friday.</p> <p>However, flexibility is essential. You will be required to work outside of these hours, including evenings, weekends, and bank holidays, to support the successful delivery of events and other key organisational activities. No additional payment will be made for this, but time off in lieu may be granted where appropriate. You will also be expected to work operationally during major events</p>
Holiday:	<p>25 days per year, plus Bank Holidays (or days off in lieu of Bank Holidays), based on full time working. The Trust's holiday year runs from April to March.</p>
Location:	<p>Woolwich Creative District Trust is based in Woolwich, southeast London. We may require you to work elsewhere or travel within the UK as part of your job.</p>
Probationary period:	<p>This role is offered on a permanent basis and is subject to a 6-month probationary period.</p>
Notice period:	<p>Prior to receiving written confirmation of the satisfactory completion of the probationary period, either you or the Trust can terminate employment by giving 2 weeks' notice in writing.</p> <p>Following satisfactory completion of the probationary period, the notice period will be 1 month.</p>
References and right to work:	<p>Offers are subject to receipt of satisfactory references and evidence of right to work in the UK</p>
DBS check:	<p>Due to the nature of this role, an enhanced [or basic] DBS check will be required prior to appointment.</p>

From the Royal Borough of Greenwich, for everyone.

Founder:

