



Vacancy - Artistic Programmer

Fane Productions Ltd (www.faneproductions.com) is looking for an experienced, creative and proactive individual to join our expanding and vibrant team as Artistic Programmer.

Main duties are:

- to coordinate, develop and action a programming plan for *Live at Zédel (Crazy Coqs)* an 80-seat cabaret venue within the Brasserie Zédel complex in London's West End; and
- to programme content at other venues and festivals through Fane Productions' relationships.

The eclectic programme at *Live at Zédel* includes everything from jazz to comedy, cabaret, music theatre, theatre, spoken-word, classical music - and everything in between! Our ideal candidate will have previous experience in an administrative position within one of these fields. We're looking for someone who can build on their existing network of contacts and further develop their interest across multiple art forms to help plan and implement a diverse and high-quality programme in line with Fane Productions' artistic vision.

About Fane Productions: We're a member of the Original Talent Limited family of companies and we're based on Haymarket in the West End of London alongside our sister companies Curtis Brown Literary and Talent Agency, CUBA Pictures Limited, Curtis Brown Creative Writing School and C+W Literary Agency. Fane Productions have two principal areas of business:

- Representing artists from multiple disciplines and producing shows/events for their live work both in London and on tour nationally/internationally, including the likes of John le Carré, Margaret Atwood, Grayson Perry, Gareth Malone and Sir Michael Parkinson.
- Programming and producing 800 shows a year at *Crazy Coqs*. *Crazy Coqs* is one of London's most unique performance spaces and a creative hub in the heart of London's Soho beloved by audiences and artists alike.

JOB SPECIFICATION

The Artistic Programmer reports to Alex Fane, CEO of Fane Productions, and James Albrecht, Creative Producer. This is a permanent position with a three-month probationary period.

Working hours are 9.30am – 6pm, Monday to Friday, but there will be an expectation to work occasional evenings and weekends as required. Our offices are on Haymarket next to Piccadilly Circus.

Salary expectations are £30,000 - £35,000 p.a. (+ benefits) depending on experience.

RESPONSIBILITIES & DUTIES:

1. Development and Delivery of Programme:

- 1.1 Working with the venue's own Artistic Director, to plan and deliver a year-round programme of cabaret, music, comedy, musical theatre, spoken word and other live performances of the highest quality at Crazy Coqs.
- 1.2 Liaising directly with performers, their promoters or representation to explore suitable programming opportunities.
- 1.3 Programming multiple one-off events as well as series, themed or festival events.
- 1.4 Negotiating financial terms with artists or their representation for bookings at *Crazy Coqs*.
- 1.5 Working with the Programming Coordinator to ensure efficient and accurate contracting of shows and events at *Crazy Coqs*.
- 1.6 Attending events as often as necessary to ensure both the artists and the venue team feel supported, and to oversee/ensure events run smoothly.
- 1.7 Working with the wider team at Fane Productions to identify touring and festival programming opportunities.
- 1.8 Building relationships with existing partners and developing new ones to help delivery of a bold, fresh and exciting programme.
- 1.9 Seeking out creatively and financially viable producing and co-producing opportunities for Fane Productions.

2. Marketing and Finance:

- 2.1 Working with the Artistic Director and Programming Coordinator to build, design and deliver marketing assets and schedules for the programme at *Crazy Coqs*.
- 2.2 Ensuring that *Live at Zédel's* programme meets the financial targets and constraints of an 80-seat venue as set out by the Artistic Director.

3. Audience Development:

- 3.1 Working with the team to identify different target audiences and programme shows to develop those audiences.
- 3.2 Working with the Marketing Officer, to assist in implementing effective feedback and evaluation processes in order to improve the company's offering.
- 3.3 Acting as an ambassador for Fane Productions and *Crazy Coqs* in order to protect and enhance their reputation.

PERSON SPECIFICATION:

Our ideal candidate will have most, if not all of the qualities listed below:

- A demonstrable and clear knowledge of a broad range of art forms as well as appetite for acquiring knowledge outside of immediate comfort zone.
- Experience of booking artists and performers and/or experience of producing live theatre or events.
- A wide network of relevant contacts, artists, promoters, agents and venues.
- Knowledge of the live performance scene in London and beyond, and solid understanding of both their creative programmes and financial model.
- A good track record of programming live events either for venues, festivals or other cultural entities. Able to demonstrate successful management of programmes and budgets.
- The ability to remain calm under pressure, with multiple demands and tight deadlines. The ability to work on your own initiative and self-direct.
- A creative spirit with the ability to challenge yourself or the perceived limitations of the venue.
- Very strong empathy and communication skills, so important in relationship development, networking and negotiation.
- Excellent administrative and organisational skills including a solid grounding in IT, experience of using Microsoft Word, Excel, and Outlook.
- A proactive and adaptable approach to work, including a readiness to work evenings, weekends and Bank Holidays as required for a venue that has 800 shows a year and is open between midnight and 1am seven days a week.

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To apply for this position, send your application letter and CV to jobs@faneproductions.com

Closing date for applications: Sunday 3rd December 2017