



Job Title

Head of Programme

Accountable to

Director of Programme

Department

Programming

Job Purpose

To lead the scheduling and delivery of Brighton Dome's year-round mixed-arts programme across three multi-purpose venues, ensuring a balanced, commercially robust programme aligned to organisational strategy. The role oversees hires and splits, negotiates deals, and drives income while supporting artistic, financial and community objectives.

Principal Accountabilities

- Programme commercial performances and oversee community hires in line with the programming model and venue constraints.
- Negotiate deals against agreed financial targets, maximising profit on commercial events and contributing to forecasting and budgeting.
- Proactively secure new business and develop strong relationships with hirers.
- Work with the Director of Programme to maintain programme balance across artform, ecology and budget, including consideration of secondary spend.

Team & Line Management

- Line manage the Programme Manager, Programme Coordinator, Comedy Producer and other Producers on the programme team as required.
- Ensure timely diary management, on-sales, information flow and efficient administration.
- Oversee community programming delivery and continuity.
- Lead on people management: motivation, development, appraisals and resourcing.

- Oversee Programme Manager as departmental lead for Health, Safety and Wellbeing, and represent department when required.

Collaboration

- Work closely with Production and Visitor Services to assess feasibility, undertake site visits and continually improve event delivery.
- Play an active role in diary and departmental meetings to resolve competing demands and optimise venue use.
- Act as an ambassador for the Programming team and the organisation.

Systems & Policy

- Lead the development of contract and deal terms, ensuring best organisational outcomes and industry best practice.
- Contribute to booking policies that reflect organisational values.
- Champion Artifax as the central source of event and diary information.

Finance & Commercial

- Ensure accurate and timely provision of contractual and financial information to Contracts and Finance teams, feeding into reforecasting process.
- Oversee recharges, settlements and sign-off of contracts and settlements up to £25k.
- Create budgets for non-hire events and oversee the on-sale process, addressing technical and logistical considerations.
- Liaise with Marketing, Ticketing and Marketing teams on pricing and contractual obligations.
- Ensure compliance with financial procedures, H&S, licensing, equality and sustainability policies.

Leadership

- Provide on-site leadership on event days when required and act as out-of-hours contact as necessary.
- Contribute to Heads of Department forums and cross-organisational working groups.
- Support customer feedback and continuous improvement.
- You are expected to support the organisation's commitments to inclusion and sustainability in your work with us, ensuring that you follow and encourage your team to follow our policies in these areas. All staff can join our Equality & Diversity Action Group and/or our Green group.

- You have a duty to ensure that you and your team adhere to our Health & Safety policy at all times and are aware of this procedure and its contents while working for us.

Person Specification

Essential

- Significant experience in event programming within the arts and entertainment sector.
- Proven commercial acumen, including budgeting and delivery against financial targets.
- Strong negotiation skills and relationship-building capability.
- Experience balancing artistic, civic and commercial priorities.
- Excellent organisational and administrative skills; able to prioritise under pressure.
- Strong IT skills (Microsoft Office, particularly Excel; Artifax desirable).
- Clear communicator, effective with a wide range of stakeholders.
- High attention to detail, accuracy and presentation.
- Commitment to Equality, Diversity & Inclusion, Health & Safety and customer care.
- Willingness to work evenings and weekends as required.

Desirable

- Cross-artform expertise.
- Experience of Artifax and CMS platforms.
- Understanding of event production and technical practice.
- Experience working in a dynamic arts environment.

Terms

- Salary: £40,000 FTE per annum, inclusive of 26/27 pay award. Actual salary for 22.5 hours per week £<>.
- Contract: Temporary for 6 months
- Hours: 22.5 per week
- Holiday: 25 days plus bank holidays FTE (pro rata), plus 1 day additional day for birthday leave
- Pension: Aviva pension scheme 5% employer contribution, 3% employee contribution

March 2026