



Brighton Dome & Brighton Festival

Job Title: Programme Manager
Accountable to: Head of Programme
Department: Programming Department

Job Purpose

To undertake the scheduling and diary administration of Brighton Dome's year-round commercial and community mixed-arts programme. The role produces and administrates events across three multi-purpose venues, ensuring bookings align with programming strategy, budget parameters, and operational requirements. It also provides key financial and administrative support across the Programming Department, maintaining up-to-date running budgets and contributing to forecasting and reporting.

Principal Accountabilities

Programming & Planning

- Programme commercial and community public performances across Brighton Dome venues in line with the programming model and to support achievement of financial targets.
 - Respond to venue availability enquiries promptly, assessing them against artistic, civic and commercial balance.
 - Lead on programming and supporting community event hires, ensuring alignment with programming strategy and working closely with the Programming Coordinator to provide high-quality support.
 - Oversee diary and Artifax administration, ensuring accurate event details, up-to-date status information for clients, and strong internal data integrity.
 - Coordinate "on-sale" information with Ticket Office and ensure all technical and logistical considerations have been reviewed with Programme, Production and Visitor Services colleagues.
 - Liaise with Marketing and Ticketing teams on pricing, event information and fulfilment of contractual marketing obligations; supply content for brochures, website and campaigns.
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Finance & Commercial

- Negotiate deals (overseen by the Head of Programme) in line with financial targets set with the Director of Programme, maximising profit and ensuring the organisation's best interests are represented.
- Take an active role in the budgeting process and ensure timely recording of event results to support forecasting.
- Provide contractual and financial information to the Contracts Manager to enable accurate issuing of contracts, invoices and settlements.
- Act as the key financial support for the Programming Department:
- Maintain running budgets and PBR documentation
- Support future budgeting and quarterly reporting

- Liaise with Finance colleagues on diary usage reporting and forecasting
 - Ensure all event recharges are accurately recorded in Artifax and lead on the settlement process, working closely with Contracts and Finance teams to ensure prompt and accurate payments.
 - Confirm all required information for ticketing, pricing, and contractual sales timelines.
 - Ensure all financial processes are compliant with BDFL policy.
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Collaboration

- Play a key role in diary meetings, providing finance updates and helping resolve complex or competing programming needs.
 - Maintain continuous communication with the Head of Programme and other internal departments, ensuring clarity on evolving tasks and priorities.
 - Coordinate site visits and provide support to amateur and community groups hiring the venues.
 - Collaborate effectively with Production and Visitor Services to assess feasibility and planning requirements.
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Systems & Policy

- Champion Artifax as the central dataset for event information, ensuring high-quality data entry and good practice across the team.
 - Ensure events comply with Health & Safety, licensing, Equal Opportunities and sustainability commitments.
 - Maintain up-to-date financial and administrative systems across programming activity.
 - Support customer feedback and access requests, liaising with colleagues to resolve issues appropriately.
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Cross-Organisational Working

- Act as departmental lead for Health, Safety and Wellbeing, completing risk assessments and ensuring safe systems of work.
 - Act as key communicator and advocate for the Programming team across the organisation.
 - Attend departmental and cross-organisational working groups and contribute to continuous improvement.
 - Be present on event days as required, providing support to hirers and operational teams.
 - Act as an ambassador for Brighton Dome & Brighton Festival in all professional dealings.
 - Undertake any additional duties required by the line manager or Director of Programme.
 - 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.
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Person Specification

Essential

- Demonstrable experience of programming live events.
- Good financial acumen with ability to meet targets and contribute to business planning.
- Strong negotiating skills and ability to build and maintain relationships.
- Excellent administration and multitasking skills, with strong prioritisation and attention to detail.
- Experience working within a busy, high-output events team with effective professional communication.
- Excellent IT skills, especially Excel and Artifax (or similar diary/database systems).
- Professional, confident communicator across a wide range of stakeholders.
- Self-motivated, enthusiastic and flexible.
- Commitment to EDI, Health & Safety and customer care.
- Willingness to work evenings and weekends when required.

Desirable

- Significant experience in comedy or contemporary music presentation.
- Experience liaising with community organisers to deliver events.
- Experience using Artifax.
- Working knowledge of CMS platforms.
- Understanding of production and technical processes.
- Experience in a dynamic arts environment across production, administration or management.

Summary Terms & Conditions

- **Salary:** £33,000 per annum
- **Term:** Permanent
- **Start Date:** ASAP
- **Hours:** 37 hours per week
- **Holiday:** 25 days plus bank holidays
- **Pension:** Aviva Pension Scheme – 5% employer contribution rate, 3% employee contribution rate

March 2026