

## JOB DESCRIPTION & PERSON SPECIFICATION

<b>Job Title:</b>	PALACE STUDIO PROGRAMMING ASSISTANT	<b>Reports To:</b>	Studio Programmer & Theatre Manager
<b>Department:</b>	Palace Theatre	<b>Location:</b>	Alcester Street, Redditch B98 8AE
<b>Work Pattern:</b>	Flexible.	<b>Contract Status:</b>	Ongoing voluntary

<b>MAIN PURPOSE</b>	
<ul style="list-style-type: none"> <li>• Provide a diverse range of entertainment to Redditch and the surrounding areas</li> <li>• Enable the Palace Theatre to move forward in an efficient and effective manner to enable the service to be sustainable in the future</li> </ul>	
<b>KEY RESPONSIBILITIES</b>	
<p>To work alongside our Palace Studio Programmer, to learn how theatre and studio operations work with a view to taking over in the future.</p> <p>This is a Voluntary Role, but gives the opportunity of joining the very successful Palace Theatre Family and learning potentially a new skill making a valuable contribution to its continuing growth and success.</p> <p>The studio has developed over the years into a fully functioning 70 seater Studio which now hosts a variety of performances and hires on a weekly basis throughout the year. This is an opportunity to become part of something very unique.</p>	
<b>KEY DUTIES</b>	
<ul style="list-style-type: none"> <li>• Contacting potential Acts and Hirers and promoting the hire of the Palace Theatre studio</li> <li>• Meeting where required potential users of the space to promote facilities.</li> <li>• Assisting in maintaining an overview of the Studio to ensure it is kept in good order.</li> <li>• Updating management systems and staff scheduling systems accordingly with acts booked and all relevant information so the team can ensure continuity of service.</li> <li>• Liaising with Technical staff as required</li> <li>• Continue with innovation and development in order to grow the potential of the Studio space.</li> </ul>	
<b>RESPONSIBILITY FOR RESOURCES</b>	
<b>Responsibility for staff:</b>	N/A
<b>Responsibility for physical resource:</b>	N/A
<b>Responsibility for Data &amp; Information:</b>	Information on customers held in the Management Systems and email.

## PERSON SPECIFICATION

<b>Ref:</b>	<b>Requirement</b>	<b>Essential / Desirable</b>
<b>1</b>	Basic IT skills	<b>E</b>
<b>2</b>	Be an excellent team player and possess excellent communication skills, and have the ability to organise and priorities workloads	<b>E</b>
<b>3</b>	Be commercial focused and be aware of how to sell and promote the Palace Theatre.	<b>E</b>
<b>4</b>	Working hours are flexible to suit your lifestyle with the opportunity to work during shows	<b>E</b>
<b>5</b>	Ability to work off own initiative working within the given brief for the operation of the studio	<b>E</b>
<b>6</b>	Background or knowledge of Theatre.	<b>D</b>
<b>7</b>	Awareness of safe working practices and health and safety policies and procedures relevant to the Theatre Industry	<b>D</b>
<b>8</b>		<b>D</b>