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**JOB DESCRIPTION & PERSON SPECIFICATION**

Local Programming Manager

KEY INFORMATION

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| **Role Title** | Local Programming Associate |
| **Reports to** | Venue Director |
| **Hours** | 40 Hrs |
| **Contract** | Full Time |
| **Annual Leave** | 25 Days plus Bank Holidays |
| **Salary** | £35 – £40K |
| **Location** | Bradford |

**ABOUT TRAFALGAR ENTERTAINMENT(TE)**

Co-founded by Sir Howard Panter and Dame Rosemary Squire in 2017, Trafalgar Entertainment is a premium international live entertainment business focussed on new productions, venue ownership, Performing Arts education, theatre ticketing, the distribution of live-streaming innovative content and the provision of great theatres where people can come together to share in the experience of live entertainment. TE is home to Trafalgar Theatres, The Chiswick Cinema, Trafalgar Theatre Productions, Trafalgar Releasing, Trafalgar Tickets, Stagecoach Performing Arts, Drama Kids/Helen O’Grady Drama Academy, ticketing company London Theatre Direct, Stagedoor, Jonathan Church Theatre Productions, and Imagine Theatre.

**ABOUT TRAFALGAR THEATRES**

**Trafalgar Theatres** is the venue-operating division of TE.  We currently operate 16 venues, including 14 in the UK regions: the Trafalgar Theatre in London’s West End and the Theatre Royal in Sydney.  We’re growing fast, we’re confident in what we do, and we’re ambitious about the future.

We are passionate about entertainment, audiences, and the live experience, and we value **Creativity, Collaboration, Excellence, and Respect.**

**ABOUT BRADFORD LIVE**

**Be part of a unique venues’ team in this reimagined live entertainment and events space at the heart of Bradford’s City Centre. Originally opened in 1930 the building has now been fully renovated to bring it back to its former glory as a cultural hub for the city, wider West Yorkshire area and beyond.**

**Our auditorium can accommodate over 3,500 fans for larger concerts and house more than 3,000 guests in our fully seated configuration. We also have the beautifully restored Ballroom and other ancillary spaces to host events all year round.**

**ABOUT THIS ROLE**

We are looking for a commercial minded Programming Associate who will support the development of Bradford Live’s locally focused programme. This role will work closely with the venue team and the central Programming Team. Engagement with the local community is the key driver, identifying commercial and community-led opportunities – all of which contribute to a diverse, commercially focused and community led programme.

**KEY RESPONSIBILITIES**

* Identify and deliver diverse programme content that supports audience development, reflects the local community and is commercial advantageous.
* Build strong relationships with cultural organisations and independent creators to identify opportunities for partnership working.
* Actively seek out and engage local artists and grassroots companies to feature in our programme.
* Build strong relationships with local schools and arts groups to support audience development.
* Host open calls, workshops, and networking events to connect with emerging artists and encourage community participation.
* Seek out programming opportunities that celebrates local stories, traditions, and contemporary issues relevant to our area.
* Collaborate with marketing to amplify local voices and attract audiences who reflect the community.
* Manage budgets fairly to support fair pay for local artists while keeping events accessible.

**ESESNTIAL SKILLS**

* Deep knowledge of the local arts scene and a commitment to grassroots talent.
* Strong community engagement skills and ability to build and maintain strong collaborations.
* Experience in curating, event planning, or arts administration, with a focus on inclusivity.
* Organisational skills to balance creative vision with budgets and logistics.

**DESIRABLE**

* Background in community arts, participatory theatre, or cultural activism.
* In-depth local knowledge, existing network of local artists, collectives, or multicultural groups.
* In-depth understanding and experience in event budget management.
* Understanding of funding and partnerships to sustain community-focused programming.
* Flexibility to experiment with non-traditional performances (e.g. street theatre, oral history projects, traditional music and dance).