



Artwork by Darren Shaddick.

Job Description

Performance Programmer – Maternity Cover

Part Time (2.5 days per week)

12 Month Contract to start January 2027

Exeter Phoenix is a vibrant, fast-paced multi-art form venue located in Exeter's city centre. Our programme spans live music, theatre, contemporary visual arts, cinema, dance, comedy, classes and workshops, talks and more, as well as providing support and development opportunities for the region's creative community. Exeter Phoenix is also a charity, and our role as a creative organisation in the community is a core part of what we do.

The role of Performance Programmer principally covers the development, administration and delivery of a busy programme theatre, dance and live art performances and associated activity across various spaces in Exeter Phoenix. This role supports the vision of the Director and works closely with the technical, café bar, marketing and Visitor Services staff.

We are seeking an exceptionally motivated and proactive individual to manage this role while our current Performance Programmer is on maternity leave. This is a fantastic opportunity to work at the heart of Exeter's creative scene.

This position requires some relevant previous experience in a comparable post or freelance capacity and a keen interest in and knowledge of live performance. It will require a flexible approach, as some evening and weekend work will be necessary.

Salary

The salary is £26,520.00 per annum pro rata.

Hours

This is a part-time position (approx 2.5 days a week). Subject to agreement, the hours can be worked flexibly to suit the post holder and may include evening and weekend work. No overtime is paid (additional hours negotiated with time off in lieu).

Holidays

Holiday entitlement - 24 days p.a. plus bank holidays pro rata

Responsible to: The Director

Employee Benefits

- Free ticket and a +1 to a wide range of Exeter Phoenix shows and experiences
- A free daily hot drink and free soft drinks from the Exeter Phoenix Cafe Bar
- 50% off food from the Exeter Phoenix Cafe Bar
- Health Shield - Cash wellness plan after being employed for 6 months
- Paid for subscriptions to The Stage and Arts Professional

How To Apply

Read the job description and person specification below, then send a completed application form with the subject line "Performance Programmer Maternity Cover Application" to katy.danbury@exeterphoenix.org.uk

We are committed to making the application process accessible to everyone – please let us know how we can support you. You are welcome to let us know if you have any access requirements – however, please do not feel that you have to disclose any information at this stage – we are happy to discuss your needs whenever you feel comfortable to do so. Venue access information can be found [here](#).

If you have any questions, do not hesitate to contact Katy.

The closing date for applications is: MIDDAY, MONDAY 16th NOVEMBER.

We expect to invite shortlisted candidates to interview, the week commencing 23rd November.

The suitable candidate will be available to start the role the week commencing 4th January for handover.

Once you have sent in your application, please complete our [equal opportunities monitoring form](#). This is anonymous and helps us understand who we are reaching.

Please note: this job description represents a brief summary of the essential characteristics of this role and is not intended to be read as a complete account of all duties or responsibilities involved, which may develop over time as the business needs of Exeter Phoenix evolve.

Main duties and responsibilities:

- Source an exciting, varied and impactful programme of high-quality theatre, dance and live art events for our various spaces in line with our artistic strategy (download Programming Policy [here](#)).
- Oversee the delivery of the live event programme, working with other team members across the organisation – marketing, technical, visitor services, box office, EDI, fundraising – and implement ongoing monitoring and evaluation.
- To ensure an intersectional approach to developing artist support, participation and engagement opportunities relating to the event programme and the performance sector.
- Champion and promote the strength of new work being produced and presented in the region, connecting and networking with other companies and organisations, and maintain and grow strong working relationships.
- Work as part of a team with key external partners and freelancers to deliver festivals and events across the city and assist with related project development.
- Liaise with other staff in the organisation to develop events and activities that support the creative community, including our annual Green Phoenix Festival.
- Source and prepare publicity and press materials and work closely with companies, agents and artists as well as the marketing team to strategise and deliver successful events.
- To represent Exeter Phoenix's live programme at both internal and external meetings and events, and maintain strategic partnerships in the sector.
- To keep informed of best practice and undertake research to ensure the highest possible standard.
- To keep and maintain a database of artists, agents, promoters and industry contacts.
- To be the first point of contact to artists/companies and respond to incoming enquiries relating to live events and related activities.
- To adhere to the organisation's policies and procedures, and maintain a working knowledge of Exeter Phoenix's strategy and business plan.
- To perform any other reasonable tasks requested by the Director.

Person Specification

Please demonstrate how you meet each of these Essential and Desirable criteria when applying for this role, as this will form the basis of our shortlisting.

Essential

- Previous relevant experience of working in a venue or for a performance company or for an arts organisation, as an employee or as a freelancer.
- A good working knowledge of the current performing arts sector, with a genuine interest in and passion for live performance.
- Ability to work on own initiative and within a small team.
- Excellent interpersonal skills.
- Excellent organisation skills and ability to work in an efficient, confident, tactful and discreet manner.
- Adaptable, resourceful, energetic, open and friendly; ability to work flexibly and proactively in a fast-paced environment, responding to tight deadlines and working well while under pressure and problem-solving.
- Demonstrably good written and verbal communication skills; able to collaborate with colleagues, artists/companies, external stakeholders, partners and funders.
- A commitment to the engagement and development of diverse audiences.
- Understanding of and a proven commitment to inclusion, diversity and equal opportunities.
- PC literate with IT skills in Microsoft Office (or similar) and the ability to quickly learn other IT systems as required.
- Willing and able to work occasional evening and weekend hours.

Desirable

- Technical knowledge and event management experience.
- Existing network of contacts, including emerging and established artists, and/or cultural / community partners.
- Familiarity with the existing arts and culture scene in Exeter and the wider South West region.

We look forward to receiving your application.



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