



Position:	Programme Manager
Employer:	Silo Theatre Trust
Reports to:	Executive Director
Reports:	External ticketing services, venue based marketing roles, PR, creative agency, web developers, contractors as required
Location:	Tāmaki Makaurau
FTE:	This is a full time permanent position, based in Tāmaki Makaurau

About Silo

Silo Theatre is a leading producer of contemporary theatre in Aotearoa.

We curate an annual season of local and international work that champions new forms of storytelling in order to speak directly to the world around us. We work with the most exceptional theatre practitioners in Aotearoa at every stage of their career, providing the space for them to extend their practice and create their most courageous work. Our focus is on voices that are urgent and are not heard often enough.

In Tāmaki Makaurau, in Aotearoa and sometimes overseas, we provide exceptional experiences for a variety of audiences, with the hope that they walk away transformed, uplifted, and with a greater sense of connection to themselves and our collective cultural identity.

We acknowledge Te Tiriti o Waitangi as this nation's founding document, and the rightful place of Māori as tangata whenua in Aotearoa New Zealand. Furthermore, as an organisation that calls central Tāmaki Makaurau home, we acknowledge and recognise Mana Whenua o Ngāti Whātua o Ōrākei and, in addition to this, we honour the diversity of our many communities in Tāmaki Makaurau.

Silo Theatre operates as a charitable trust with a governing board of trustees. The organisation is artist led with an executive management team comprising of the Artistic Director and Executive Director.

Our purpose

- To encourage the pursuit of excellence in Aotearoa New Zealand's arts practitioners and stage craft
- To foster greater inclusion and representation in storytelling and invigorate diverse audiences
- To contribute to, and develop, the arts and culture landscape of Tāmaki Makaurau and Aotearoa

Our Values

- Excellence
- Manaakitanga
- Innovation
- Representation and Inclusion
- Extension and Courage

Our Strategic Objectives

- We aim to create and promote diverse performance, always underpinned by excellence and the pursuit of new. We prioritise critical rigour and create an aspirational working environment where artists are challenged to exceed their personal best
- We strive to recognise and respect the mana of every individual. This involves a process of care that is proactive and conscious. We strive to uplift our people in our eyes and see this as the foundation of great leadership
- We are anti-box ticking. We want real-world impacts from our work and we seek to build tolerance and stimulate conversation among our audience
- We seek to actively champion work that speaks to cultural, sexual and gender identities that are underrepresented in mainstream storytelling
- We aim to build our organisational resilience through purpose-fit governance and strong financial health to meet and reflect our artistic and audience aspirations

Position Overview

The Programme Manager plays an integral role in the support, coordination and delivery of Silo's artistic programme, productions, events and community engagement initiatives, subject to:

- the direction of the Executive Director and Artistic Director; and
- a commitment to the Silo vision, mission and values.

The primary focus is the coordination and delivery of Silo Theatre's artistic, public and auxiliary programmes, ensuring our programmes are delivered to the highest standards and our primary programmes objectives met. The role also supports special projects, community engagement initiatives and general administration as required.

The Programme Manager will be an organisational wizz, a self-motivated and confident leader with the ability to demonstrate brilliant initiative with care and a capacity to think critically and strategically. Excellent attention to detail with the capacity to remain one-step ahead, follow through and multi-task as part of a collaborative team is fundamental. Ability to work unsupervised and stay

on top of and meet deadlines will ensure achievement in this role. The successful candidate will have excellent communication skills, be flexible, adaptable and resilient. This is a busy role providing essential management and operational consistency across a dynamic small team.

We are looking for a candidate who is dedicated, passionate about the performing arts and can embody our commitment to:

- Honouring Te Tiriti — an appreciation and respect for te ao Māori
- Being inclusive of our many communities in Aotearoa — including having an understanding and appreciation of the many ways of knowing, seeing and doing things by our Moana Oceania and migrant communities, our queer communities, our disabilities communities, and beyond.

Key Relationships

Internal

- Executive Director
- Artistic Director
- Marketing and Communications Manager
- Business and Development Manager
- Finance and Accounts Staff
- Ticketing Staff
- Artistic and Production Teams
- Publicist
- Casual office staff and interns

External

- Account Managers
- External Ticketing Teams
- Key Venue Personnel
- Audiences/Customers
- Silo Industry Partners
- Silo Sponsors and Patrons

Key Responsibilities for the Programme Manager

Programme Delivery:

- The Programme Manager will produce and coordinate all activities relating to programme delivery including, but not limited to:
 - Oversee the planning, pre-production and delivery of artistic activity
 - Schedule and coordinate auditions
 - Schedule and coordinate rehearsals, venue/s, travel, special projects and tour related administration
 - Liaise with artists, partners, producers, presenters and staff to ensure smooth event delivery with clear milestones communicated and achieved
 - Ensure programmes are delivered to the highest standards
- Support with negotiating agreements and contracts with relevant artists, presenters, co-presenters, suppliers and agents to ensure projects are delivered according to requirements

- Support for all opening nights, community out-reach activity and auxiliary events for Silo season members, Patrons and Sponsors, development events, workshop coordination and general auditions
- Support with the planning, coordination and delivery of public programmes including pop-up events, talks, panel discussions, mentoring and any other programming
- Coordinate and attend relevant programme meetings associated with show delivery
- Administer all APRA licencing processes and relevant reporting
- Ensure OH&S compliance in all aspects of the role
- Support with community engagement initiatives in consultation with the Executive Team

Ticketing:

- Support Silo's ticketing requirements including liaising with external ticketing agencies/venues for all activities, including but not limited to the set up of production seating maps and ticket price reserves under the direction of ED
- Review processes and systems providing guidance on streamlining areas where possible
- Oversight of season ticket sales and reconciliations as part of season wrap up and reporting
- Manage Season Members, responding to queries and allocating tickets during production
- Coordinate opening night lists and invites

Networks and Relationships:

- Support for key partner relationship management including sponsors, patrons, presenters and creative whānau
- Engage with the wider arts sector community around development, collaboration and partnership opportunities to support future programming and new work development strategy and Silo's inclusion and diversity policy, subject to direction from the Executive Team
- Represent Silo Theatre at all Silo produced events and industry related activities
- Actively contribute to Silo Theatre development strategies for identifying and connecting with new and diverse audience groups

Financial Management:

- Manage production based budgets (as required), including monitoring and updating of budgets and alerting the relevant team members of any significant changes
- Actively liaise with and communicate with Silo accounts administrator regarding financial transactions and budget reconciliation and reporting

Communications:

- Attend regular meetings with internal and external stakeholders
- Work closely alongside and provide key communication and activity coordination support between Silo Theatre Marketing, Ticketing, Production and Accounts Roles
- Assist marketing with the coordination of general invitation lists and provide support for opening night ticket allocations, special client and patron hosting
- Provide programme insights to Silo Marketing roles and PR agency as appropriate

General Administration:

- Support the Executive team with publishing support, coordination and processing of sponsorship, fundraising and grant applications
- Manage and maintain all event related processes and systems
- Administrative support including but not limited to payments, travel and accommodation and processing invoices
- Coordinate all programme surveying, reporting and evaluations
- Support with website updates, system and process reviews, as well as office administration
- Undertake related tasks or duties as assigned by the Executive Director and/or Artistic Director

Experience and Qualifications for Programme Manager:

- Proven track record with event delivery, relationship development and project management, meeting tight and competing deadlines
- Experience managing budgets, proficient with spreadsheets and using Excel
- Strong organisation skills, with the ability to lead, multi-task and delegate effectively
- Excellent interpersonal skills with the ability to collaborate effectively with a diverse range of people and stakeholders
- Proficient and confident using Microsoft Suite and other data entry software
- Meticulous attention to detail with the ability to follow-through, problem-solve and meet deadlines
- Experience with producing in a live performance context as well as community engagement programmes
- An awareness and understanding of the performing arts sector and/or theatre

To succeed in this role, you will bring:

- In keeping with Silo core values extension and courage, you will demonstrate a drive to always improve - pursuing development for yourself and your work, finding ways to contribute to increased success of the company
- A collaborative can-do attitude
- Bold thinking and innovative practice – with the ability to problem solve
- Achievement-oriented drive, open to taking on new challenges
- Excellent time-management skills, meeting all critical deadlines with the capacity to work as part of a team or independently and unsupervised

General:

All Silo staff and contractors are expected to actively demonstrate Silo's guiding principles, leading in their work with Manakitanga, upholding Silo's house kaupapa and code of behaviour.

Selection Criteria

- Demonstrated experience producing/programming live performing arts / theatre
- Evidence of excellent relationship management skills with a range of stakeholders
- Excellent communicator (both verbal and written)
- Digitally savvy with experience using MS Office, mailchimp, surveymonkey and other online platforms, including ticketing systems
- Budgets management experience
- Experience in audience development and engagement programmes
- A team player with a strong work ethic, who is highly organised, with the ability to multitask
- Meticulous attention to detail with the ability to problem solve, follow-through and meet deadlines while working as part of a small team, as well as independently
- A clear connection to and value for arts and culture in Aotearoa with a sound understanding of the performing arts/ entertainment/ theatre sector (beneficial)
- Current full NZ driver's licence (beneficial)

To succeed in this role, you will bring:

- In keeping with Silo core values extension and courage, you will demonstrate a drive to always improve - pursuing development for yourself and your work, finding ways to contribute to increased success of the company
- A collaborative can-do attitude
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- Achievement-oriented drive, open to taking on new challenges
- Excellent time-management skills, meeting all critical deadlines with the capacity to work as part of a team or independently and unsupervised

This full-time permanent position. Remuneration will be based on the candidates skills and experience. We are hoping for the right candidate to start mid-June.

The role is based in Tāmaki Makaurau. Please note that due to COVID-19 we are only seeking applications from New Zealand Citizens or Residents who are either living in Aotearoa or who can return from overseas by the start date for the role. Please note candidates will need to adhere to Silo Theatre's current [Covid-19 Vaccination Policy](#).

Silo Theatre is committed to developing a diverse workforce and an inclusive workplace. We provide equal employment opportunities and welcome applications from everyone who can meet the requirements of the role. You don't need to have experience in every aspect of the position - we are equally interested in hearing from high potential individuals who are passionate about the art form, about Silo Theatre and a willingness to learn.

How to apply:

To apply for this role, applicants must submit a cover letter addressing the Selection Criteria, as well as a current CV to Chloe Weavers, Executive Director: chloe@silotheatre.co.nz

Applications close on Sunday 15 May 2022, 5pm.