



TROUBADOUR THEATRES LTD
HEAD OF FILM & EVENT PROGRAMMING

Troubadour
THEATRES

JOB DESCRIPTION

Troubadour Theatres is a Company which specialises in large-scale installations of **Film Studios, Event Spaces** and **Theatres**. It both builds and operates go-to destination venues that are fully flexible, contemporary, and impressive with the ability to showcase world-class entertainment whilst providing a greater audience experience for all.

The Company is looking for a passionate and hardworking **Head of Film and Event Programming** to oversee and manage the Hires department and entire process for all TV & Film Productions and Private Events Hires across multiple Troubadour Venues.

ROLE OVERVIEW

This role offers an exciting opportunity to work in a fast-paced, creative environment, collaborating with industry professionals and managing the full Hiring process and department. It will play a crucial role in managing and overseeing the relationships with Clients and Troubadour Venue Management teams to ensure seamless execution.

KEY RESPONSIBILITIES

- Responsible for the Programming of all private Film, TV & Event Hires at Troubadour Theatre Venues.
- Attending Networking Events and carrying out in person recces with potential Clients whilst providing an in-depth knowledge of the Company, Venue Assets and Resources.
- Client Relationship Management:
 - Creating Production & Event specific Contracts and negotiating bespoke Terms and Conditions.

- o Keeping the Clients pipeline up to date and ensuring that there is regular communications with Clients in order to promote the Venues for future projects.
 - o Ensuring Clients understand all aspects of the contract, including but not limited to: Venue Operations, Weekly Recharges, Overrun Fees and H&S Documentation.
 - o Prioritising different Client's needs and troubleshooting any issues.
 - o Collating Client's schedules and ensuring there are adequate venue logistics to meet their requirements.
- Conduct handover meetings with Venue Managers to promote a smooth transition from finalising the contract agreement to the Production first day at the Studio.
 - The Hires department will maintain close liaison with Venue Operations teams to ensure smooth delivery of operations on key days such as: Client Load-In, Get-Out and Shoot Days.
 - Working closely with Troubadour Exec Team and Senior Managers from other departments and playing a key role in various cross-department projects e.g. Catering for Film & Event Hires.
 - Business and Strategy Planning for Hires Sales.
 - Monitoring all Hire income P&L and weekly reporting.
 - Business Development and Strategy Planning for attracting new Clients and Hires.
 - Collaboration with Local Councils on planning and licencing where required.
 - Working closely with Troubadour Trust to include a varied programme of diverse, accessible and Community based events.

THE CANDIDATE

The successful Candidate will be experienced, creative and self-motivated in relation to all aspects of the Film, TV and Event Hires, with excellent attention to detail and a personable approach to managing and building a strong Client base.

This is a demanding position that requires someone who is proactive and positive whilst using good judgement and courage in their decision making.

SKILLS & EXPERIENCE

- 5+ Years of Practical / Sales experience within a Film & TV Studio Facility, Event or Entertainment industry.

- Excellent communication skills, both written and verbal.
- Experience in managing a busy Venue Booking Calendar.
- Good understanding of Health & Safety at Work Act 1974 and knowledge of how this applies within a Studio / Event space.
- Good understanding of the general operational protocols at a Studio / Event space.
- Good stakeholder management and experience dealing with large budget Productions / Events.
- Team player with an ability to coordinate numerous projects simultaneously.
- Flexible with excellent organisational and time management skills.
- Understanding and ability to work when required across multiple venues.
- Proficiency in Google Docs, Sheets, GMail, MS Word and MS Excel.

Working Detail:

- Salary: We offer a competitive salary based on industry standards and qualifications.
- 40 hours per week.
- Reporting to: Chief Operating Officer.
- Troubadour Theatres have venues in Meridian Water, Wembley Park and Brent Cross - and will be growing. As part of this role you will be required to move around the Venues as well as work remotely at times.
- Full time, permanent contract.

Benefits include:

- Employee Assistance Programme.
- Perks at Work subscription.
- Holiday building with length of employment.
- Enhanced Maternity and Paternity pay.

To apply, please send a CV and cover email to: Hires@troubadourtheatres.com