

# Job Description and Person Specification

Last updated: March 2025

## JOB DESCRIPTION

Post title:	<b>Head of Programming</b>		
Standard Occupation Code: (UKVI SOC CODE)	3415		
School/Department:	Turner Sims Southampton (Arts & Culture), Civic University Department		
Faculty:	Research Innovation Services Directorate		
Career Pathway:	Management, Specialist and Administrative (MSA)	Level:	5
Posts responsible to:	Director, Turner Sims / Associate Director, Arts & Culture		
Posts responsible for:	Freelance consultants, suppliers and casual staff		
Post base:	Office-based/Non Office-based (see job hazard analysis)		

<b>Job purpose</b>
<p>Turner Sims is the University of Southampton's music venue, with big ambitions to build an inclusive world through the joy of live music.</p> <p>Turner Sims celebrates all genres of classical music, folk, global, jazz, and more. We champion diverse talent and welcome adventurous audiences to discover new music, alongside old favourites. The programme reflects the organisation's vision, mission, values and brand. Turner Sims makes a significant contribution to quality of cultural life across the Hampshire region.</p> <p>The Head of Programming is a member of the Turner Sims Senior Management Team (TS SMT). They research, programme and lead Turner Sims promoted music events, in venue and beyond, for varied and diverse audiences. Activity spans our promoted concert seasons, festivals, special projects and talent development, alongside new opportunities, in tandem with the Engagement &amp; Participation programme.</p> <p>The Head of Programming leads on financial planning and management of music programme budgets, negotiating and contracting with tour producers, agents and artists. They optimise opportunities for income generation, from ticket sales and commercial hires, and contribute to fundraising and development.</p> <p>In collaboration with the Head of Programming (Engagement &amp; Participation), they ensure synergies across all areas of our programme, identifying strategic opportunities for growth, development and partnerships. With the Head of Marketing &amp; Sales, they contribute to audience development, marketing and income generation. Alongside the Head of Operations, they ensure effective communication flow across the staff team, overseeing production and event delivery.</p> <p>As part of the University, they are pro-active, sharing expertise and collaborating with academic colleagues, and a range of strategic partners, on research and knowledge exchange activity. They represent Turner Sims within the University, and externally within professional music networks, regionally, nationally and internationally, sharing knowledge back to the team, supporting University/sector development and contributing to regional growth.</p>

Key accountabilities/primary responsibilities	% Time
1. To research, programme, manage and evaluate the artistic (music) programme and related activities, in venue and beyond, addressing audience development priorities, in dialogue with the SMT and Strategic Board. Pro-actively extend and develop networks with promoters, agents and artistic companies, support artist development and build relationships with artists.	25%
2. To embed the principles of Equity, Diversity and Inclusion within the conception, representation and delivery of the artistic programme and across our activities. Oversee collection of Artists Monitoring Data, evaluating activity against annual representation targets.	10%
3. To manage the music programme budget and individual project budgets, monitoring spend and ensuring financial viability. Negotiating and contracting third parties, and optimising opportunities for income generation. Using sales data to inform programming choices.  Overseeing and developing relevant, efficient and enterprising processes to support this activity, reviewing approaches to commercial hires and partnerships. Engaging with audiences, cultivating donors and prospects.	10%
4. With the Head of Programming (Engagement & Participation), ensure synergies across all programme areas, identifying strategic opportunities for growth, development and partnerships.	10%
5. To develop activity, with a range of university research collaborators, including the Music Department, and involvement in university-wide research project activity, contributing to the University's Triple Helix, Research, Education, Knowledge Exchange & Enterprise and Public Engagement.	10%
6. Foster and maintain strategic and collaborative partnerships with universities, partner organisations, local authorities, regional, national and international agencies and networks, funding bodies and sector support organisations, to increase TS's profile and promoting its aims and objectives.  To play an active role and promote Turner Sims with professional music networks, e.g. BACH (British Association of Concert Halls), contributing to sector development, sharing knowledge back to the team, the University and the region.	10%
7. With the Director, contribute to a Development Strategy and Plan, identify potential funding sources to support programming ambitions, developing supporting materials as required. Supporting, stewarding and cultivating philanthropic opportunities.	10%
8. To manage direct reports, casual staff, freelancers and suppliers, exercising good people management practices including mentoring, coaching, training, advice and guidance, as necessary. Ensure the right mix of skills and capabilities through continuous professional development, recruitment and performance feedback.	5%
9. As part of SMT, to contribute to monitoring and evaluation of activities, preparing data and reporting to colleagues, Ts Strategic Board, partners, funders, including Arts Council England annual surveys and Turner Sims annual report. Oversee the implementation of University policies, including EDI and Accessibility.	5%
11. Any other duties as allocated by the line manager following consultation with the post holder.	5%

Internal and external relationships
Departmental and University senior management Turner Sims Strategic Board (TSSB) Turner Sims Senior Management Team (TS SMT)

Internal and external relationships
Faculty of Arts and Humanities & Department of Music Faculties and Professional Services Southampton University Student Union (SUSU) and student societies Other members of the department/University staff External customers Relevant suppliers and external contacts Music sector: Artists, partner organisations, local, regional and national agencies, funding bodies, sector support organisations

Special Requirements
<ul style="list-style-type: none"> <li>• This role requires flexibility to work during evenings and weekends to attend performances and rehearsals at Turner Sims events, as required.</li> <li>• Occasional travel in relation to programme research, partnership development or participation in conferences and seminars.</li> <li>• Demonstrate University of Southampton Behaviors (Embedding Collegiality – see Appendix 1)</li> </ul>

## PERSON SPECIFICATION

Criteria	Essential	Desirable	How to be assessed
Qualifications, knowledge and experience	<p>Significant experience of working in a performing arts/concert hall/music environment in a similar programming role.</p> <p>Extensive network of music promoters, agents, tour producers, companies and artists.</p> <p>Specialist programming knowledge of and interest in classical music, folk, global and jazz.</p> <p>Knowledge and experience of Equality, Diversity and Inclusion best practice and how this translates to the music, performing arts sectors and engagement.</p> <p>Knowledge and experience of Arts Council England and commitment to the 'Let's Create' Strategy, Investment Principles and Outcomes.</p> <p>Understanding of how the specialist/professional services provided by the post-holder support the objectives of the University.</p> <p>Able to appreciate University priorities and to apply these in managing work outcomes.</p> <p>Proven project and people management skills.</p> <p>Skill level or demonstrable experience equivalent to achievement of Level 6 qualification</p>	<p>Membership of relevant professional bodies or music sector networks</p> <p>Interest in inclusive practice and engaging with and developing diverse audience groups and communities.</p>	Application & Interview

	on the <a href="#">National Qualification Framework</a> .		
Planning and organising	<p>Experience of strategic development and associated business planning.</p> <p>Track record of planning and organising successful public events, projects or programmes.</p> <p>Able to initiate and seek opportunities to progress a broad range of activities within professional guidelines and in support of University policy.</p> <p>Experience of financial management and monitoring.</p> <p>Experience of making successful grant applications for artistic activity, events and concert series.</p> <p>Experience of evaluation, data monitoring and reporting.</p> <p>Excellent organisational, administrative and IT skills. Able to plan and manage major new projects or significant new activities, ensuring plans complement broader organisational strategy.</p>	<p>Experience of working with and supporting a diverse range of professional and community-based organisations</p> <p>Knowledge and experience of supporting talent development and mentoring programmes.</p>	Application & Interview
Problem solving and initiative	<p>Able to develop understanding of long-standing and complex problems, and to apply professional knowledge and experience to solve them.</p> <p>A positive attitude and ability to work effectively under pressure.</p> <p>Able to identify broad trends to assess deep-rooted and complex issues.</p> <p>Able to apply originality in modifying existing approaches to solve problems.</p> <p>Able to confidently navigate administrative systems and processes</p>		Application & Interview
Management and teamwork	<p>Excellent management skills, including experience of managing teams and projects.</p> <p>Flexibility and ability to work collaboratively as part of a small team.</p> <p>Able to proactively work with colleagues in other work areas to achieve outcomes.</p> <p>Able to delegate effectively, understanding the strengths and weaknesses of team members to build effective teamwork.</p> <p>Able to formulate development plans for own staff to meet required skills.</p>	<p>Experience of successfully managing and developing staff and volunteers.</p> <p>Experience of mentoring and supporting people at different career stages including early careers.</p>	Application & Interview

	<p>Able to manage team dynamics, ensuring any potential for conflict is managed effectively.</p> <p>Able to formulate development plans for own staff to meet current and future skill needs.</p>		
Communicating and influencing	<p>Excellent communication and presentation skills, with the ability to communicate with a diverse range of audiences and stakeholders.</p> <p>Excellent interpersonal skills with the ability to work with a wide variety of people, including artists, agent, promoters, colleagues, students, young people, partners and stakeholders.</p> <p>Fostering relationships with audience members and potential donors to support an organisation or project.</p> <p>Able to provide accurate and timely specialist guidance on complex issues.</p> <p>Able to use influencing and negotiating skills to develop understanding and gain co-operation.</p> <p>Able to persuade and influence in order to foster and maintain relationships.</p>		Application & Interview
Other skills and behaviours	<p>Commitment to diversity, equality, inclusiveness and making arts and culture accessible to all.</p>		Application & Interview
Special requirements	<p>Ability to work evenings and weekends, as required.</p>		Interview

## JOB HAZARD ANALYSIS

### Is this an office-based post?

<input type="checkbox"/> Yes	<p>If this post is an office-based job with routine office hazards (e.g.: use of VDU), no further information needs to be supplied. Do not complete the section below.</p>
<input checked="" type="checkbox"/> No	<p>If this post is not office-based or has some hazards other than routine office (ego: more than use of VDU) please complete the analysis below.</p> <p>Hiring managers are asked to complete this section as accurately as possible to ensure the safety of the post-holder.</p>

## - HR will send a full PEHQ to all applicants for this position. Please note, if full health clearance is required for a role, this will apply to all individuals, including existing members of staff.

ENVIRONMENTAL EXPOSURES	Occasionally (<30% of time)	Frequently (30-60% of time)	Constantly (> 60% of time)
Outside work	x		
Extremes of temperature (e.g.: fridge/ furnace)			

## Potential for exposure to body fluids			
## Noise (greater than 80 dba - 8 hrs twa)			
## Exposure to hazardous substances (ego: solvents, liquids, dust, fumes, biohazards). Specify below:			
Frequent hand washing			
Ionising radiation			
<b>EQUIPMENT/TOOLS/MACHINES USED</b>			
## Food handling			
## Driving university vehicles(e.g.: car/van/LGV/PCV)			
## Use of latex gloves (prohibited unless specific clinical necessity)			
## Vibrating tools (ego: strimmers, hammer drill, lawnmowers)			
<b>PHYSICAL ABILITIES</b>			
Load manual handling	x		
Repetitive crouching/kneeling/stooping			
Repetitive pulling/pushing			
Repetitive lifting			
Standing for prolonged periods			
Repetitive climbing (i.e.: steps, stools, ladders, stairs)			
Fine motor grips (e.g.: pipetting)			
Gross motor grips			
Repetitive reaching below shoulder height			
Repetitive reaching at shoulder height			
Repetitive reaching above shoulder height			
<b>PSYCHOSOCIAL ISSUES</b>			
Face to face contact with public			x
Lone working			
## Shift work/night work/on call duties			

## Appendix 1. Embedding Collegiality

Collegiality represents one of the four core principles of the University: Collegiality, Quality, Internationalisation and Sustainability. Our Southampton Behaviours set out our expectations of all staff across the University to support the achievement of our strategy.

All staff	Behaviour
Personal Leadership	I take personal responsibility for my own actions and an active approach towards my development
	I reflect on my own behaviour, actively seek feedback and adapt my behaviour accordingly
	I show pride, passion and enthusiasm for our University community
	I demonstrate respect and build trust with an open and honest approach
Working Together	I work collaboratively and build productive relationships across our University and beyond
	I actively listen to others and communicate clearly and appropriately with everyone
	I take an inclusive approach, value the differences that people bring and encourage others to contribute and flourish
	I proactively work through challenge and conflict, considering others' views to achieve positive and productive outcomes
Developing Others	I help to create an environment that engages and motivates others
	I take time to support and enable people to be the best they can
	I recognise and value others' achievements, give praise and celebrate their success
	I deliver balanced feedback to enable others to improve their contribution
Delivering Quality	I identify opportunities and take action to be simply better
	I plan and prioritise efficiently and effectively, taking account of people, processes and resources
	I am accountable, for tackling issues, making difficult decisions and seeing them through to conclusion
	I encourage creativity and innovation to deliver workable solutions
Driving Sustainability	I consider the impact on people before taking decisions or actions that may affect them
	I embrace, enable and embed change effectively
	I regularly take account of external and internal factors, assessing the need to change and gaining support to move forward
	I take time to understand our University vision and direction and communicate this to others