



JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title:	Public Programme Producer
Working hours:	Full-time; 40 hours per week (evening and weekend work may be required)
Term:	Permanent
Department:	Communications and Audience Development
Reports to:	Head of Communications and Audience Development
Works closely with:	Adult and Families Learning Coordinator, Press and Communications Manager, Marketing Manager, All Heads of Department

Purpose of job

To devise and deliver creative, audience-led public programming for a range of adult audiences in line with the Gallery's audience strategy which drives income, retains core visitors, and attracts new visitors to Dulwich Picture Gallery, enhancing its reputation as a leading cultural and artistic institution with world-class programmes, exhibitions and collections.

Key responsibilities

Programme development:

Utilise the Gallery's core programme of exhibitions and permanent collection displays to develop and deliver engaging and contemporary public programming targeted at a wide range of audiences. This will include:

- Continuing to develop the Gallery's regular adult lecture series
- Identifying cross-artform opportunities to bring the Gallery's exhibitions and collections to life through music, dance and visual art experiences
- Identifying potential new partners and retaining existing partners across the annual cultural diary to find new programming opportunities (for example around Museums at Night and the London Festival of Architecture)
- Working closely with the curatorial and exhibitions team to organise talks, lectures and study days around the Gallery's exhibitions and special displays
- Developing a new programme centred around June featuring a series of Lates

- Identifying contemporary practitioners across a range of artistic and performance mediums to work with on special and fundable commissions
- Support the Head of Communications and Audience Development and work alongside the Adult and Families Learning Coordinator to deliver large-scale multi-night events including *A Dulwich Christmas*

Programme administration and delivery:

- Produce and present expenditure budgets and income forecasts, using a profit and loss basis, for all events or series of events
- Manage all delivery costs and ensure events are delivered to agreed budgets
- Oversee and be responsible for event delivery, working closely with colleagues in Operations on staffing, processes and visitor experience, ensuring events meet visitor expectations
- Work closely with the Head of Operations and Site Manager to schedule support from Gallery Assistants as required
- Work closely with the Head of Learning to schedule support from Gallery volunteers as required
- Act as the liaison person for all events organised by the Friends of Dulwich Picture Gallery and taking place at the Gallery site
- Act as Deputy Chair of the Public Programme Board offering feedback on proposed ideas and presenting ideas for discussion
- Implement and manage an effective evaluation process for events

Research, analysis and reporting:

- Keep abreast of industry developments and trends in the area of adult public programming
- With the Head of Communications and Audience Development, manage market and audience research projects around areas of adult public programming
- Work with the Finance Officer to produce and share both financial and audience feedback reports across the programme

Marketing and Communications: Work closely with the Press and Communications Manager and Marketing Manager to:

- Create creative and engaging copy around all adult public programme events that reflecting the Gallery's brand proposition where appropriate
- For news-worthy events work with the Press and Communications Manager to feed into engaging press releases
- Ensure changes to the event are communicated and all public collateral is updated with immediate effect
- Ensure all sponsors and supporters are shared and appropriately credited across materials
- Create effective ticket confirmation and event details emails for large-scale events
- Create effective post-event emails including opportunities for public feedback

This job description cannot be considered to be exhaustive and other duties will be determined by circumstances as and when required.

Person specification

Essential attributes

Educated to degree level or equivalent

Substantial experience in the field of cultural programming and event delivery

Budget management experience and commercial awareness

Experience of working in a busy, public-facing environment

Experience of managing multiple projects and packages of works simultaneously

Excellent oral and written communications skills

Experience of stakeholder management and of building effective relationships with partners and collaborators

Experience of staff management

Highly organised, able to prioritise varied workload

Desirable attributes

IT literate with knowledge of MS office applications, the Adobe Creative Suite and e-marketing software

Experience of using CRM systems

Terms and conditions

Competitive salary commensurate with experience

25 days' annual leave per annum

The Gallery auto-enrols employees into a defined contribution pension scheme in compliance with the Pensions Act 2008