



Introducing the Dukes

The Dukes was founded in 1971 as the only producing theatre in Lancashire. The Dukes is committed to bringing high quality live performance and cinema, creative engagement, and amazing audience experience to Lancashire.

The Dukes Playhouse Trust, which is a registered charity, manages the Dukes and company limited by guarantee and is core funded by Arts Council of England and Lancaster City Council. This accounts for approximately 30% of turnover. Earned income is generated through box office, room hire, and fees and projects are supported by grants and an expansive programme of individual giving and corporate sponsorship.

The Venue - The Dukes has three core performance spaces, The Rake, The Round and Moor Space. The Rake is a traditional end on theatre and cinema space seating 313, The Round is a unique purpose built in the round theatre space with 234 seats whilst Moor Space is the studio space situated up Moor Lane and seats up to 100 people.

The Programme - The Dukes is Lancashire's only producing theatre with a 'Homegrown' Christmas performance and Play in the Park at Williamson Park. We also work in co production/in association to create work with artists. As a presenting theatre and independent cinema, the programme includes drama, dance, family theatre, comedy, and a range of film from across the world.

The Dukes works to support talent development. Working with local artists to support creative work made in and for Lancaster as well as artists from across the region. We provide R&D space and support and work with artists to facilitate the creation of new work.

Our engagement work is presented in six strands: early years, young people, older people, hard to reach, talent development and schools. We offer distinct and inclusive participatory opportunities for all ages within the community for all ages within the community as well as other partner charities and organisations. Recognising that there are barriers preventing all ages from engaging with the arts we aspire to ensure our programme is accessible to all.

The Team - Staff are organised by departments: Programming, Marketing & Communications, Creative Communities, Technical, Visitor Experience and Finance. To see the full team you can head here: <https://dukeslancaster.org/about-us/our-team>

To learn more about the Dukes head here: <https://dukeslancaster.org/about-us>



JOB TITLE: Programme Officer

POSITION IN ORGANISATION:

Responsible to: Head of Programme

- Communicates with all departments.
- Communicates with partners, stakeholders in house and visiting companies.

Main Responsibilities

- In conjunction with the Head of Programme(s), to book and schedule a balanced programme of film and event cinema, in accordance with The Dukes' artistic policy and business plan.
- In conjunction with the Head of Programme and Technical department, to allocate programming time in the auditoria for film screenings
- To liaise with The Dukes' Technical, Marketing, Visitor Experience and Creative Communities departments to ensure film schedules align with wider organisational structures
- To negotiate terms and conditions of film hire with film distributors.
- To support The Dukes' technical department to track film transport. Satellite parameters and digital keys.
- To assist the Head of Programme with theatre programming, contracting, and talent development event planning.

Marketing

- To work closely with the Marketing Department to plan publicity and press campaigns for the film programme.
- To have an involved, 'hands-on' approach to the marketing of the film programme, for example presenting highlights at Season launches and relevant events
- To provide any copy required by marketing for online and print.
- Working with Partners
- To liaise with cinema funders as appropriate.
- To contribute to regular reporting as requested by funders and Dukes committees.
- In conjunction with the Head of Programme, to working on relevant funding applications - in particular BFI and Film Audience Network projects.
- To represent The Dukes cinema operation at external and internal events and meetings as deemed appropriate by the Head of Programme.

Planning

- In conjunction with the Finance Team and Head of Programme creating budgets, agreeing targets and managing financial reporting to funders.
- To contribute to long-term strategies for Artistic policy, Marketing and Audience Development.



- To work with the Head of Programme, Marketing and Creative Communities to plan and execute new strategies for meaningfully engaging our audiences in the film programme.
- To keep informed of technological and industry developments
- To attend preview screenings, industry events and theatre events where required.
- Maintain and develop local, regional and national partnerships to create events, seasons and education opportunities.
- To seek out new potential partnerships and methods of working with our partners.
- To support The Dukes' technical department to track film transport. Satellite parameters and digital keys.
- To contribute to departmental and funder reports as needed throughout the year
- Deliver commitments in our Equality, Diversity and Inclusion plan and ensure the values of inclusivity and diversity are reflected in our work
- Work in a flexible manner and be willing to undertake other duties as reasonably requested including some travel, weekend and evening work as required
- Undertake any other duties as necessary

QUALIFICATIONS

- Educated to degree level or holds a professional formal qualification

EXPERIENCE AND SKILLS REQUIRED

ESSENTIAL:

- Excellent knowledge of contemporary independent cinema
- Excellent organisational skills
- Excellent project planning and management skills
- Basic knowledge of theatre programming for midscale theatres
- Experience of marketing events
- Experience of working with budgets
- High level of literacy and computer literacy
- Excellent communication skills
- Confident presenting ability
- Strong interpersonal skills.
- Good ability for cross-departmental working
- Innovative and proactive
- Desire to learn and develop skills
- Ability to work in a high-pressure environment

DESIREABLE:

- 1 years' experience of film programming



- Experience of working with and/or for an independent cinema
- Experience of working for an arts/theatre venue
- A working understanding of the UK Film Council and Regional Screen Agencies
- Ability to produce publicity materials
- A Working knowledge of analogue/digital projection
- Some knowledge of public funding for cinema exhibition

TERMS AND CONDITIONS:

Salary: £25,459 per annum

Hours: 39 hours per week (Hours will be flexible and weekend work may be required. No overtime is payable but time off in lieu may be taken with agreement of line manager.)

Holidays: 20 days (not including bank holidays)

Notice period: 4 weeks