



Hello,

Thank you for your interest in the role of Music & Events Coordinator at The Yard Theatre.

Please read all the information provided in this pack. To apply, please complete this application form online here <https://forms.gle/jGRbQ9R5E5HT7Duo9>. Please do not submit a CV.

If you have any questions about the role, or if you require the forms in a different format, please don't hesitate to contact us at recruitment@theyardtheatre.co.uk or by calling 020 3111 0570.

Applications must be received no later than **10am, Thursday 26 September**

Interviews will take place on **Monday 30 September**.

The ideal start date is Monday 7 October but please indicate your notice period on the application form.

We look forward to reading your application.

Warm wishes,

Anjali Prashar-Savoie
Music & Events Producer

ABOUT THE YARD

In 2011 a group of volunteers, led by Jay Miller, converted a disused warehouse in Hackney Wick into a theatre, bar and kitchen. We called it The Yard. Due to be here for 3 months, The Yard is now a vital part of London's arts landscape, and joined Arts Council England's National Portfolio in 2018.

Theatre

The Yard is a place for explosive new theatre. The work we present on our stage communicates stories and ideas from the edges of our society. It bridges the worlds of classical theatre, and newer forms of live performance. It foregrounds the live moment. It reaches an audience which is 70% under 35. Over recent years The Yard has produced a wide range of highly-acclaimed shows, from *This Beautiful Future* (★★★★★ "Mesmerising" - The Stage) to *Buggy Baby* (★★★★★ "Extraordinary" - Whatsonstage). We have co-produced with some of the most exciting companies making work right now, like Rash Dash's take on Chekhov's *Three Sisters* (★★★★ "Gloriously playful" - The Guardian) and Pecs Drag Kings' exploration of sex and masculinity in *Sex Sex Men Men*. And most recently we have started making shows with canonical texts - *The Crucible* (★★★★★ "Without doubt, the finest production of *The Crucible* I have ever seen" - Evening Standard).

"In London's Hackney Wick, The Yard glimmers with new life."

Susannah Clapp, The Observer

We also identify and support artists who have a voice we haven't heard before, enabling them to make outstanding new work. As a result, we have launched the careers of a number of artists who have gone on to be a major influence in wider culture, from dance company Project O (*Voodoo*, Sadler's Wells), to writer/performer Michaela Coel (*Chewing Gum*, Channel 4), to writer/director Alex Zeldin (*Love*, National Theatre). We offer a range of platforms and opportunities for artists, from open submissions for new artists and new ideas, to our annual NOW festival of theatre and performance, to 5+ week runs of productions which make a national impact.

"The Yard has made a definite mark on the theatrical ecology in a very short amount of time. It's difficult to imagine London without it now"

The Stage

Music and Events

The Yard is one of London's most exciting venues for experiencing music. We provide a safe, welcoming space for parties that are organised by and for under-represented groups in London's music scene. Working with both internationally-renowned and new collectives, we host over 100 music events each year which fill our bar with people dancing.

"Hackney Wick's current go-to spot"

Time Out

We're proud to host and support a diverse range of promoters, parties, and organisations, including Inferno, Beauty & The Beat, Knickerbocker, Pride of Arabia, Brainchild, inner u, BBC AZN Network and more. Alongside our late-night music programme, we also host a range of events and hires, including film festivals, live music, comedy, talks and more.

Local

Bordering Tower Hamlets and Hackney, and next to the Olympic Park, The Yard is in a rapidly changing part of the UK. We are a key part of the fabric of Hackney Wick, a grassroots venue that has grown with our community since 2011. We also run two local community centres, Hub67 in Hackney Wick, and The Hall in neighbouring East Village, from which we deliver our Local programme.

"Doing drama makes me feel special... makes me feel real and alive"

Yardlings participant

Our Local programme focuses on ensuring young people have access to the arts, and uses our spaces to bring people together. Each week, we work with over 100 local young people, to grow their creativity and make the theatre of the future. Every year through our Yard Young Artists programme local young people aged 4-19 work with world-class artists to make exceptional work for The Yard stage.

Music & Events Coordinator
JOB DESCRIPTION

We are looking for a reliable person to work alongside our Music & Events Producer to support the delivery of our late-night events programme. The Music & Events Coordinator will gain experience in the design, communication and execution of late-night events, as well as growing networks across music and nightlife. As a vital part of the Music & Events programme we are looking for a person who can work independently, solving problems as they arise to make sure we always deliver high quality events. This role gives fantastic opportunities to work alongside some of London's most exciting promoters, artists and collectives to deliver an incredibly diverse late-night events programme.

This role will work closely with the Music & Events Department in managing events on the night, and coordinating them in advance. They will help with scouting to find new potential collaborators to keep our programme exciting, original and representative London's nightlife. The successful candidate will also support the development of in-house events and hires of the space. This role may have additional tasks as the programme grows.

This role is suitable for someone who wants to develop a career in the music, arts and events industry. We are particularly interested in hearing from people who find themselves or their culture underrepresented across London's nightlife, and who want to be a part of bringing about change. This role may have additional tasks as the programme grows.

Job Details

Responsible to:	Music & Events Producer
Key Relationships:	DJs, Promoters, Bar & Venue team, Technical team, Security
Salary:	£8,400 per annum (£21,000 pro rata)
Employment Period:	12 months fixed term
Hours:	Part-Time, 16 hours per week. Regular hours: 4 hours on Friday and/or Saturday nights to support music events, plus up to 12 hours per week of administration during office hours 10am-6pm, which are expected to be split across 2 days.
Annual Leave:	11.2 days per annum including bank holidays (pro rata equivalent of 28 days), increasing to 13.2 days per annum after 12 months of service (pro rata equivalent of 33 days)
Probationary Period:	3 months

Benefits

- Pension: as part of auto-enrolment you may be eligible for The People's Pension.
- Complimentary ticket for all performances (all members of the team are encouraged to contribute to the artistic life of the venue).
- Discounted meals and drinks.
- Bike loan/travelcard loan scheme available after probation.

Equal Opportunities

The Yard is an equal opportunities employer. We're working hard to make sure all aspects of our theatre are representative of the world we live in. We are particularly keen to hear from Black, Asian and Minority Ethnic (BAME) and disabled candidates, as these communities are currently underrepresented in our staff team. So if this applies to you, you will have the option to let us know in the application form.

We are also committed to meeting all access requirements; just let us know what you need.

KEY RESPONSIBILITIES

Event Management

- Be responsible for the set-up of the venue before music nights and other events
- Act as the point of contact on the night for promoters, hirers and DJs, supporting them to resolve problems and deliver high quality events
- Set up the DJ and other technical equipment, troubleshooting technical issues during events as necessary
- Work closely with the Bar team to ensure the success of Music nights, and ensure a smooth changeover between Theatre and Music events
- Act as first point of contact for, and manage the relationship with the contracted security team.
- Work with the Kitchen Resident and Bar Manager to ensure catering requirements for events are fulfilled, as necessary

Operations:

- Communicate clear briefs and schedules to the music & events team, bar and security teams each week.
- Work with the Finance team to issue contracts and invoices, ensuring these are signed and invoices are paid in sufficient time ahead of the event.
- Work with the Bar & Venue team to ensure appropriate staffing levels are booked in advance
- Communicate Health & Safety and licensing policies to external parties in advance and ensure they are upheld during events.
- Process invoices and payments between the venue and promoters

Programming:

- Scout new collaborators, partners and audiences, and share findings with the Music and Events Producer and Senior Producer
- Work alongside the Music & Events Producer to programme an exciting range of late night events that fit The Yard's ethos
- Identify and coordinate other events and hires
- Support the development of In-House produced events

Marketing:

- Liaise with collaborators and external promoters, making sure events are being effectively and appropriately promoted in advance and working with the Marketing team on how to support this
- Update The Yard website and social media presence with music events.
- Provide monthly listings updates to the Marketing team
- Source assets and copy from promoters in good time

General:

- Act as an ambassador for The Yard Theatre, upholding the values it represents
- Always look for ways to improve The Yard and actively feedback constructive ideas
- Always be warm, friendly, professional and approachable
- Support your colleagues at all times and be prepared to take on any other reasonable duty, as required, to ensure the organisation always performs at its best
- Take professional pride in how The Yard building looks

- Be a dedicated key holder for the building
- Comply with The Yard's policies including Equality and Opportunities, Health and Safety, Fire, Safeguarding, and all those included in the Organisation Handbook
- Attend company meetings to share news and developments with the whole team

PERSON SPECIFICATION

Essential Skills & Experience:

- An awareness and understanding of the current state of London's nightlife and night time economy, with an interest in bringing about change.
- Excellent time management.
- Exceptional communication skills.
- Ability to remain calm when working in busy environments.
- Ability to work independently and as part of a team.
- Computer literate and experience with Google Docs/Drive, Microsoft Word, Outlook, and Excel.

Desirable Skills & Experience

- Experience of set-up and use of DJ and sound equipment.
- An active interest and engagement with making safer spaces
- Experience and interest in using social media to promote events
- Experience of working in a team to successfully plan and manage projects or events.
- Experience of working within the night-time economy.
- Experience and interest in music and events press

Working style and Interests

- An energetic, self-motivated approach to work, with a proven ability to organise and prioritise a demanding workload.
- Ability to learn quickly and work effectively with minimum supervision.
- A keen interest in cultural organisations with a mixed-art programme
- An interest and knowledge of music, theatre and the arts more generally
- The ability and willingness to work flexible hours, including evenings and weekends.

This is a guide to the role of the Music & Events Coordinator. Responsibilities are likely to evolve with the post-holder.