

Job Title:	Literature and Ideas Programmer
Contract:	Permanent
Reporting to:	Head of Programme and Events
Salary Grade:	28 – 36k
Hours:	35 hours per week including evening and weekend work. A flexible approach to the working week will be required. This post will be based at Charleston.

About Charleston

From 1916 Charleston was the home of two of the most important and influential British artists of the twentieth century - Vanessa Bell and Duncan Grant – and the country retreat of a collection of individuals known as the Bloomsbury group which included Bell's sister Virginia Woolf, the economist John Maynard Keynes and critics Roger Fry and Clive Bell. The house has been open to the public as a museum since 1986 and its decorative interiors and internationally significant collection are visited by around 25,000 visitors a year.

In 2018 Charleston opened a suite of galleries for temporary exhibitions in a new building, and a café/restaurant space and flexible auditorium in two Grade II listed barns. Charleston is now building an extensive annual programme of talks, events, fairs, workshops and festivals. The centrepiece of our portfolio of festivals is the interdisciplinary Charleston Festival of books, ideas and creativity which runs over 10 days in May. The festival's founder and Artistic Director Diana Reich stepped down after the 30th anniversary of this pioneering festival in 2019. Our Small Wonder short story festival has been running for 15 years and will return to our programme in 2020. In addition, we are in development for a host of new festivals exploring Charleston's artistic, intellectual and social heritage. The events, exhibitions and literary programmes explore the relevance of the Bloomsbury group's ideas and legacy in contemporary society, providing a forum for debate and bringing new work to enquiring audiences.

Charleston is now a public space for thinking, discussing, making, writing, meeting and working. The events programme is at the heart of the vision to bring new audiences to experience Charleston and its artistic, intellectual and social legacy.

Main purpose of role

To lead on the artistic planning and delivery of a high-quality, year-round books, discussion and debate strand as part of Charleston's growing events programme. A significant proportion of the role will be focused on the flagship Charleston Festival and Small Wonder Festival; however, your expertise and ideas will inform and support the discussion and debate strand of the wider programme including new festivals for children and young people, Queer Bloomsbury, Music & Word and other spoken word events both onsite and with partners in the region and further afield.

Main tasks and responsibilities

Artistic planning

- Be an innovative, inspiring and collaborative member of the events team building the new artistic vision for Charleston's events programme.
- Take a lead in the development of the books and literary programme, including new festivals, events, talks and workshops.
- To lead the artistic planning for the annual, 40-event Charleston Festival of books, ideas and creativity – a major fundraising event for Charleston with a long history and loyal audience.
- To lead the artistic planning for the annual Small Wonder short story festival, working with the BBC, British Council, New Writing South and other strategic partners.
- Lead the Charleston John Maynard Keynes prize committee and Charleston Award for a Lifetime's Excellence in Short Fiction prize committee.
- Support and advise the Head of Programme and Events, Events Manager and other freelance programmers in the delivery of literary and book components in the wider events programme, including: a new children's festival, Queer Bloomsbury, Music & Word and other discussion and debate formats, taking a lead as appropriate.
- Nurture and develop Charleston's reputation among publishers and agents to ensure the programme continues to attract extraordinary and unexpected speakers.

Communication and operations

- Work closely with the Events Manager to co-ordinate with speakers, artists and performers on accommodation, travel and technical requirements.
- Liaise with colleagues across the team to ensure smooth running of all events and exceptional speaker care and audience satisfaction.
- Work closely with the Head of Communications and Audience Development on the marketing, promotion and press for all literary and books events, supplying copy, biographical information and press contacts as needed.
- Provide training and support to all event, green room and front of house teams, including providing biographical information and briefings for all events as appropriate.

Finance and audiences

- Deliver an exceptional programme mindful of the importance of Charleston Festival as the most important fundraising event in the Charleston calendar while continuing the 30 year programme of evolution and development.
- Drive audience interest and engagement with dynamic literary programming, reaching new and diverse audiences.
- Explore opportunities for sharing the social value of Charleston's literary programme with the wider community including schools, community groups and those who currently do not engage with the events programme.
- To work with the Head of Programme and Events and the Head of Finance to ensure the events programme is delivered within approved budgets.

- To work with the Head of Communications and Audience Development to achieve maximum ticket sales.
- Innovate to find new business models and income opportunities within the books and literary programme.
- Work closely with the Head of Programme and Events and the Events Manager to build new business models for Charleston's literature programme including actively exploring off-site and partnership models with regional partners including Brighton Festival as well as national partners.

Personal specification

- A track record of delivering consistently exceptional literary programmes with speakers who surprise and excite audiences.
- An interest and knowledge in history, politics, science and the arts to supplement a strong literary background to ensure Charleston's discussion and debate programme strands complement the interdisciplinary nature of the Bloomsbury group.
- Persuasive and dynamic personality to deliver programming that ensures Charleston continues to "punch above its weight".
- An extensive network of local, national and international contacts within the publishing and arts industries to add to the "pulling power" and history of Charleston's programme.
- Strong collaborative skills and attitude with the ability to forge new relationships and collaborate effectively with colleagues.
- Excellent organisational, administrative and interpersonal skills.
- Excellent written and verbal communication skills with meticulous attention to detail.
- A passion for exceptional speaker care.
- Good IT skills and a quick learner, with the ability to manage complicated budgets, ticketing systems and databases.
- A minimum of two years' experience managing events or festivals in an arts or literature-related environment is desirable.
- An understanding of business planning and business models for events.
- The ability to manage your appetite for innovation and risk with targets for audience numbers and ticket sales.
- Ambitious to further increase Charleston's profile as a centre of exceptional and original programming.

To apply please email a CV and covering letter to: m.perkins@charleston.org.uk

Deadline for applications: Sunday 15 September 2019.

Interviews will be held: Thursday 19 September 2019

Additional information

Because of the rural location of Charleston, the post holder must be aware that getting to work without use of a car involves some additional planning and commitment.

The Trust has a commitment to ensure equality of opportunity for all employees and employees are required to adhere to this in their work.

Our aim is to become a truly inclusive and diverse organisation. We welcome applicants from black, minority and ethnic communities, LGBTQ+ people and disabled people. We will interview all applicants from these groups who meet the criteria for this vacancy.

All positions at Charleston are offered subject to the following conditions:

- Receipt of satisfactory references
- Proof that you are legally entitled to work in the UK

Applicants are also asked to fill in and return an Equal Opportunities Monitoring Form available to download from the Job Opportunities page of the Charleston website.

All applications received will be acknowledged. Please note that due to limited resources we are unable to give feedback to all applicants.

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