

## Programmes Navigator - Full Job Description

Basement Theatre

### Role Description

The purpose of this role is to lead and enact all elements of Basement Theatre's programming. From inviting EOIs from artists at the very beginning of the process to leading and holding debriefs with artists and stakeholders after the completion of shows and seasons. They are the first line of advocacy for artists and clients, and ensure the entire process is a well-managed and rich experience, marked by a high level of artist care and manaakitanga. As well as caring for artists, the role is responsible for a high degree of organization, including calendar and budget management, at an operational level.

BREAKDOWN	
Title:	Programmes Navigator
Hours:	32 hours per week (0.8 FTE) (within Mon - Fri, 9am - 5pm)
Place of work:	Hybrid - Basement HQ (1/323 Queen St), Basement Theatre, and remote
Salary:	<b>\$63,500</b>
Ideal Start Date:	24 February, 2025
KEY RELATIONSHIPS	
Reports to:	General Manager
Direct Reports:	Programming Administrator
Works closely with:	The Programmes Navigator will work directly with Basement's General Manager, Marketing and Relationships Manager, Systems Catalyst and Venue Manager. They also lead the Programming Hive
Key stakeholders:	Clients and artists using Basement Theatre, and the wider artistic community of Tāmaki Makaurau and Aotearoa.
JOB PURPOSE	
The Programmes Navigator's core role is to lead the 'engine room' that enables the smooth and efficient running of Basement Theatre's artist-facing programme of activities.	

TASKS	
General	<ul style="list-style-type: none"><li>• Co-facilitate weekly WIP meetings with Basement's programming team and ensure the smooth daily running of all programme activities.</li><li>• Maintain the upkeep of the digital administration software that is the home for the administration of all Basement's programmed activities.</li><li>• Execute the Basement's programming strategy in line with our internal strategic objectives and agreed KPI's from core funders.</li></ul>

	<ul style="list-style-type: none"> <li>● Attend shows staged at Basement as possible (and opening nights where possible).</li> <li>● Maintain Basement's existing relationships and connections with artists and organisations, and actively build new ones.</li> <li>● Support the General Manager and Executive Strategist on developing Basement's ongoing strategy work and artist-focused advocacy</li> </ul>
Seasonal Programming	<ul style="list-style-type: none"> <li>● Lead the analysis of submissions and the programming of Basement's artistic content as informed by Basement's current Programming Strategy.</li> <li>● Respond to artist queries as they arise during the submissions process.</li> <li>● Lead and deliver the drafting, timelining and scheduling of all show programming.</li> <li>● Facilitate full-team programme presentation meetings in accordance with Basement's decentralised programming practice.</li> <li>● Provide clear and supportive feedback where necessary to artists not selected for Basement's programme.</li> <li>● Schedule 'welcome pack' meetings for the General Manager and Programme Administrator to attend with programmed artists, and provide them with all welcome pack information.</li> <li>● Work with the Programme team to deliver strong administrative support to artists throughout their season, achieving a high level of artist care and manaakitanga.</li> <li>● Respond to all artist queries, undertaking any relevant pastoral care required alongside the Programme Administrator.</li> <li>● Monitor the successful production and delivery of all shows.</li> <li>● Schedule in a timely manner the delivery of artist evaluation processes, including one-on-one debriefs and artist surveys.</li> </ul>
One-off Events	<ul style="list-style-type: none"> <li>● Work with the General Manager to curate and/or select several one-off events each year.</li> <li>● Work with the Programme Administrator to ascertain contractual parameters of each one-off event.</li> <li>● Work with the Venue Manager and venue team to ascertain production parameters of each one-off event.</li> <li>● Lead the delivery of each one-off event as required</li> </ul>
Artist Development Programmes	<ul style="list-style-type: none"> <li>● Bring administrative leadership to the delivery of the Producer Pals programme, which is co-led by Basement's Marketing Manager, and General Manager</li> <li>● Work with the General Manager to create, reinstate, or deliver various Artists Development Programmes as opportunities to do so arise.</li> <li>● Continually create incentives and opportunities for artists to extend and improve their practice through their work at the Basement.</li> <li>● Seek and access external opportunities and create partnerships that support the artistic growth and development of the Basements' artistic community.</li> </ul>
<b>General Responsibilities</b>	
Organisation expectations	<ul style="list-style-type: none"> <li>● Be punctual and work the hours and times specified.</li> <li>● Promptly respond to internal and external queries during Basement office hours.</li> </ul>

	<ul style="list-style-type: none"> <li>● Prioritise workload to ensure work of the greatest importance to the business is undertaken with urgency and to a high standard.</li> <li>● Support and help develop a positive workplace culture.</li> <li>● Demonstrate excellent interpersonal communication skills.</li> <li>● Responsibly manage all business resources within accountability levels.</li> <li>● Undertake all duties and responsibilities outlined in this job description and all other duties as required by the business.</li> <li>● Comply with all employment obligations.</li> <li>● Promptly undertake to complete all reasonable and lawful instructions and directions given.</li> <li>● Serve the business in good faith, promoting and protecting the business's best interests.</li> <li>● During work time, and such other times as may be reasonably required, dedicate all effort to the execution and fulfilment of the duties, responsibilities, obligations and instructions related to employment.</li> <li>● Demonstrate through own actions a commitment to Health and Safety at work when undertaking work or observing others in the workplace.</li> </ul>
<b>Communication</b>	
External	<ul style="list-style-type: none"> <li>● Carry out all communication in a manner consistent with Basement's values, goals and mission.</li> <li>● Communicate regularly and efficiently with hirers/producers, patrons, and any other external parties.</li> </ul>
Internal	<ul style="list-style-type: none"> <li>● Regularly report to senior management on progress or concerns around operations, staff, customers and sales objectives.</li> <li>● Responding to all staff communications in a timely fashion and actively utilising team communication and project management tools.</li> <li>● Attending all necessary meetings including but not limited to weekly WIPs, monthly management meetings, artist welcomes and key community events.</li> </ul>
<b>Health, Safety and Wellbeing</b>	
Health and safety	<ul style="list-style-type: none"> <li>● Promote and practice relevant health and safety and fire safety standards (in accordance with Basement's health and safety policy).</li> </ul>
Cultural safety	<ul style="list-style-type: none"> <li>● Contribute to the upholding of Basement's bi-cultural workplace goals in accordance with Basement's Te Tiriti o Waitangi policy.</li> <li>● Promote and practice staff wellbeing for self and colleagues in accordance with Basement's Wellbeing policy.</li> <li>● Promote and practice cultural safety within the workplace and for all of Basement's artist and audience communities, in accordance with Basement's Vital Voices policy.</li> </ul>

## SKILLS & EXPERIENCE

### General Skills

Experience and capabilities	<ul style="list-style-type: none"> <li>● Demonstrated client-facing administrative and producing experience, preferably in a programming or arts administration role.</li> <li>● Demonstrated commitment to high levels of artist care</li> <li>● Have or be willing to develop a programming practice that prioritises and advances emerging Tangata Whenua and takatāpui artistry in an actions-based way, and a background in supporting Māori artists in alignment with the principles of Te Tiriti o Waitangi, as well as other “Vital Voice” Communities.</li> <li>● High level of proficiency in written communications, including formal and informal writing</li> <li>● Strong people-oriented communication skills</li> <li>● Desire for personal and professional growth</li> <li>● Proven success in building and cultivating strong positive working relationships with internal and external stakeholders</li> <li>● A responsible and self-motivated work ethic</li> <li>● Time management skills</li> <li>● A mid to high-level proficiency with common computer administrator programs and related scheduling, and project management software</li> </ul>
<b>Cultural Competency</b>	
Cultural Safety for Tangata Whenua	<ul style="list-style-type: none"> <li>● Experience participating in Tikanga Māori customs such as pōwhiri and mihi whakatau</li> <li>● Experience contributing to culturally safe spaces for tangata whenua</li> <li>● Experience contributing to bicultural workplaces that honour the partnership expectations within Te Tiriti o Waitangi</li> <li>● Fluency in Te Reo Māori is a bonus</li> </ul>
Commitment to Vital Voices	<ul style="list-style-type: none"> <li>● Experience contributing to culturally safe spaces for POC, Queer communities, immigrant communities and d/Deaf and disabled communities</li> </ul>