

# RECRUITMENT

The Anvil Trust Ltd.  
Churchill Way, Basingstoke RG21 7QR  
Admin 01256 819797  
[anvilarts.org.uk](http://anvilarts.org.uk)

**PROGRAMME  
ASSISTANT**



**“One of the most vital arts organisations in Southern England”**

*The Times*

Anvil Arts presents over 400 performances each year to 180,000 people drawn from throughout central Southern England. The Anvil, The Haymarket and The Forge offer a rich and high-quality programme of music of all genres, drama, dance, and comedy, serving a wide range of audiences. Our Community Engagement work brings the arts to those who might not otherwise be able to enjoy them. We make a substantial contribution to the creative fulfilment and well-being of people in the region. We are the largest performing arts organisation in Hampshire and part of Arts Council England’s National Portfolio.

Our mission is Great Performance – Live, and our vision is of Basingstoke as the musical centre of the South, with The Anvil at its beating heart, drawing audiences into the town and pumping out activity across the extended catchment area.

The Anvil and The Haymarket act as cultural catalyst, beacon, and leader, giving Basingstoke a national reputation for a strong cultural offering exceeding the expectations of a town of its size.

### **Programme Assistant**

Do you have an active interest and enthusiasm for the arts, live performance and the types of productions presented by Anvil Arts?

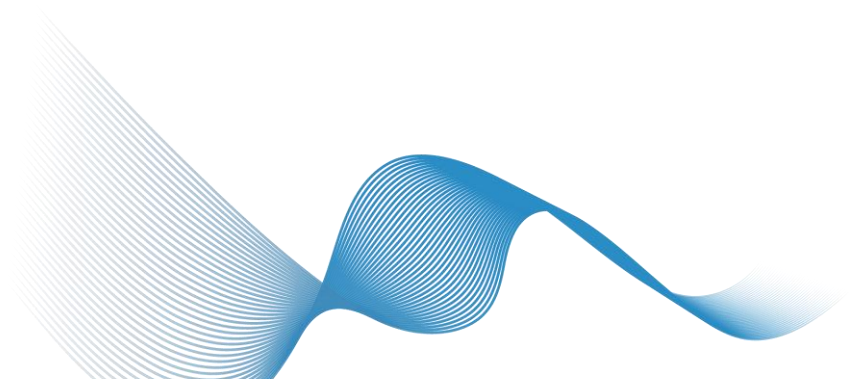
Join our small and hard-working programming team to support and assist the Programme Manager to smoothly facilitate all performances and events.

### **Position Details:**

Permanent full-time 37 hours per week

5.6 weeks holiday including bank holidays

Salary £26,260





**Benefits:**

- Free parking available when working
- Selected seasonal opportunities for complimentary tickets available on selected performances each season
- Staff discount at the bars
- Travel season ticket loans (interest free)
- Employee Assistance Programme (EAP)

**Closing date:** 16 March 2025

**Interviews:** w/c 31 March 2025

(you will be contacted by 28 March 2025 if short listed for interview)

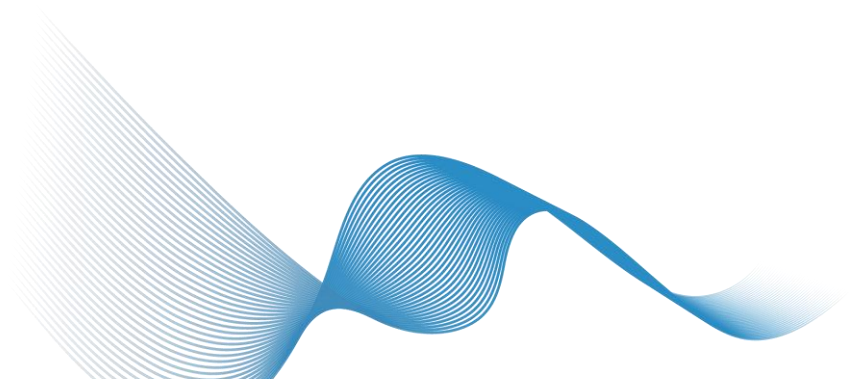
**How to apply:**

- Please scan the QR code below or visit <https://anvilarts.org/apply>



- If you require a paper copy of the application form, please email [recruitment@anvilarts.org.uk](mailto:recruitment@anvilarts.org.uk), or contact us by post:

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The Anvil Trust Ltd  
Churchill Way  
Basingstoke  
RG21 7QR



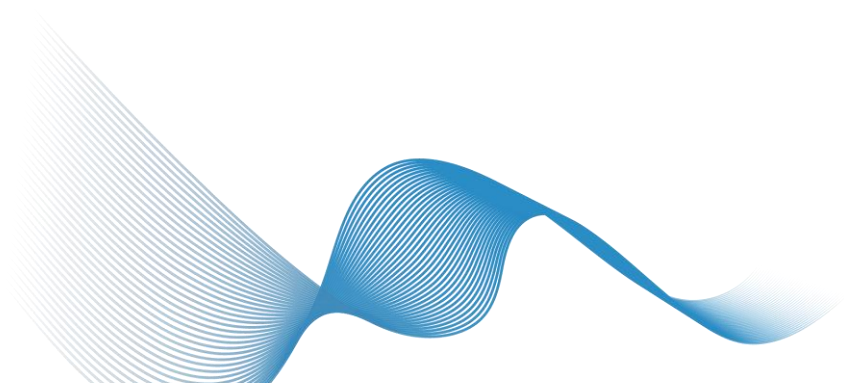


- If you wish to send us a video as part of your application, please complete our application form via the link/QR code and send to [recruitment@anvilarts.org.uk](mailto:recruitment@anvilarts.org.uk). The video should be no more than 2 minutes, telling us a bit about you, your experience, and why you are interested in and suited to the role.

If you would like any further information or any reasonable adjustments to be made as part of the application process, please contact us at the above email address.

Thank you for your interest in Anvil Arts.

HR Admin Team







# **Programme Assistant Job Description**

**Department: Marketing & Programming**

**Responsible To: Programme Manager**

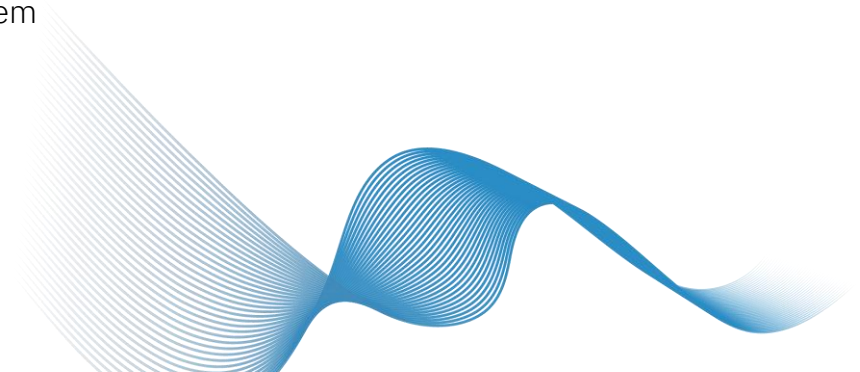
## **The key objective of this role**

- To support and assist the Programme Manager to smoothly facilitate all performances and events presented by Anvil Arts
- To provide exceptional standards of customer care and a service that is above and beyond

## **Job Description – Specific**

### **Programme Assistant**

- To assist the Programme Manager with the administration of the programme of performances, corporate, internal, community engagement and other events as arranged and directed.
- To assist the Community Engagement Manager with the administration of the programme of workshops and projects as and when directed. Both in venue building and offsite as required
- To deal with initial event booking enquiries including quotes for hire rates as directed by the Programme Manager
- To make initial event bookings on the event management software system and enter additional information as this becomes available during the event planning period. Particular attention to be given to the regular review of information received, and proactively seeking further information from both external parties and/or other Anvil Arts departments when this information is outstanding
- To prepare and issue contracts, including logging the return of contracts and chasing outstanding returns as required
- To chase the submission of promotional material and on sale information for the seasonal brochure ensuring communication as relevant
- To attend meetings with hirers, and produce follow up meeting notes, correspondence and updates to the event management system

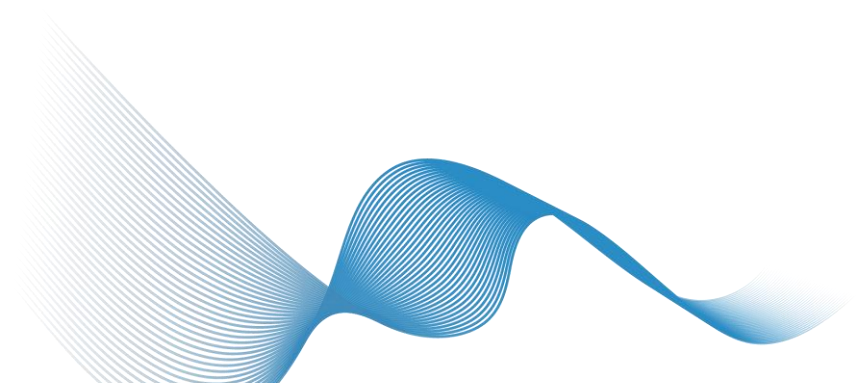




- To work with other departments ensuring all relevant information is kept up to date and communicated
- To maintain a consistent engagement with the programme of events and take a proactive interest in developing further knowledge in the content of Anvil Arts and its programme
- To maintain the filing system for all events including the timely archiving of past events
- To prepare performance information on Excel spreadsheets
- To research and present information as requested
- To assist with specific arrangements for events including:
  - Booking accommodation for artists
  - Booking of catering assistants and arrangement of items required for artist/ event catering; to include shopping for catering items when required
  - Booking event security
  - Updating of artist information pack
  - Booking piano tuning
  - Arranging meeting dates for external hirers and other event planners

## **Job Description – General**

- To collaborate with the Programme Manager on any reviews and updates to department systems
- To ensure confidentiality is always maintained
- To maintain awareness of developments, best practice, and relevant legislation in relation to the various strands of the operation
- To maintain training and knowledge relevant to the post, bringing any identified personal training requirements to the attention of the Programme Manager
- To undertake such training as deemed necessary by the Programme Manager
- To undertake any other duties as are reasonable and appropriate to this job description





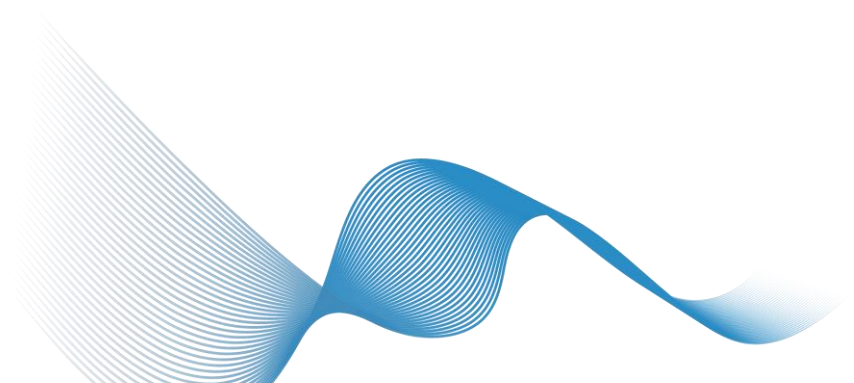
## Relationships

The Programme Assistant is expected to:

Maintain good professional relationships with, and provide excellence in service to:

- Patrons, sponsors, board members officers and members of Basingstoke and Deane Borough Council and Arts Council England
- Artists, companies, group organisers, teachers, audiences and all other individuals and organisations with whom Anvil Arts seeks to work

Promote and maintain good working relationships throughout Anvil Arts, recognising the specific working practices of other departments in a diverse organisation.



# **Programme Assistant Person Specification**

**Department: Marketing & Programming**  
**Responsible To: Programme Manager**

## **Essential**

- Excellent accuracy and attention to detail,
- Fast and accurate keyboard skills
- Excellent communication and interpersonal skills
- Demonstrable experience of administration tasks
- Ability to prioritise work and deal with multiple - sometimes tight - deadlines
- A confident telephone manner
- Good time management
- Able to work on own initiative and plan own workload, but not afraid to seek assistance when required
- Proficient IT skills including Microsoft Office - and ideally experience of database use
- Willingness to embrace change, be adaptable and adjust to changing priorities
- Ability and willingness to work some unsociable hours, including evenings and weekends on occasion

## **Desirable**

- Experience of using an event management system software or other database packages
- A broad knowledge and interest in live performance and the types of performances presented by Anvil Arts
- Experience working in a performing arts organisation, ideally in an administrative capacity
- Demonstrable willingness to learn new skills