

# RECRUITMENT PACK

Programme Producer – Fixed term  
January 2026

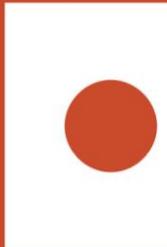


HOME

# WELCOME

## Thank you for your interest in the role of Programme Producer fixed term at HOME.

HOME is Manchester's beating heart for theatre, film and art. It's an everyday escape, a space which invites everyone in for conversation, creativity, culture and connection. At HOME, you can discover new dimensions, old favourites and everlasting stories.



HOME is Manchester's premier arts centre and a registered charity, welcoming over 7 million visitors since opening. HOME features two theatres, five cinemas, an art gallery, and a popular restaurant. HOME collaborates with artists from both the UK and around the world to produce and present exceptional visual art, cinema, and theatre experiences. Placing a strong focus on UK theatre, international works, new commissions, and artist development, HOME is deeply rooted in the community, pushing creative boundaries, embracing experimentation, and sharing bold, exciting art with as wide an audience as possible. Our patrons include director Danny Boyle, actress Suranne Jones, playwright and poet Jackie Kay CBE, and artist Rosa Barba.

Our programme is presented across:

- Five state-of-the-art cinemas, presenting one of the UK's most celebrated programmes of independent film
- Two theatres – c.500 seat proscenium arch, T1; and c.130 seat flexible studio theatre, T2 – presenting HOME produced productions
- 500m<sup>2</sup> contemporary visual art space
- Digital platforms
- Talent development and engagement spaces
- In youth and education settings and within communities across Manchester



HOME also relies on trading and secondary income to support the charity, including two bars, a restaurant, event spaces and retail space.

If you require a large print version of this recruitment pack, or any reasonable adjustments to apply for this position, please contact [recruitment@homemcr.org](mailto:recruitment@homemcr.org).

# OUR VISION & MISSION

## WHAT WE'RE HERE FOR

We're an open and social space for the curious from all of our communities, future artists and producers of work that is provocative, playful and contemporary, of Manchester and the world.

## WHERE WE WANT TO BE

We want to be central to making Manchester a major city celebrated for its distinctive art – art that enriches the lives and life chances of its people – and a magnet for artists and creatives from all over the UK.

## WHAT MAKES US TICK

- We are conscientious
- We are considerate
- We are collaborative
- We are creative
- We are curious

## STRATEGIC OBJECTIVES

We're here to share exciting, entertaining and thought-provoking stories with the people of our city and beyond

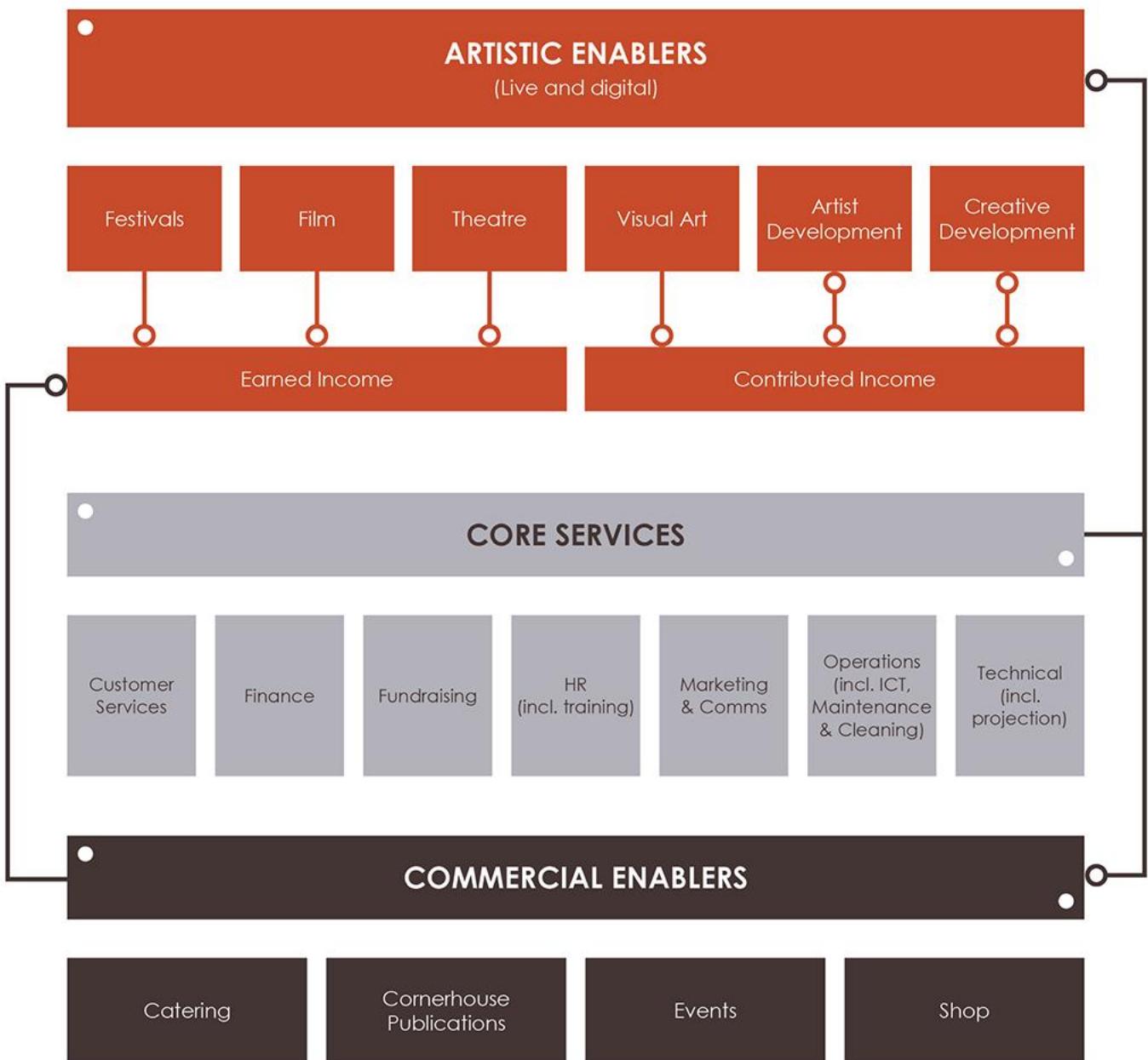
We're here to nurture creativity

We're here to develop and make our team feel valued

We're here to tackle inequality

We're here to protect the planet

# HOW WE WORK





## Equality at HOME

**HOME is an inclusive employer, and we are committed to championing anti-racism, equality and diversity through the way we work, and the work we make and present.**

We want our workforce to reflect on the diverse communities of Greater Manchester, and we welcome candidates from all backgrounds. We actively encourage and support applications from groups who are currently underrepresented across the arts sector, including members of the Global Majority, Deaf, disabled applicants, individuals from lower socio-economic backgrounds, and people from the LGBTQIA+ community.

HOME is a Disability Confident Employer, and a Supporter of the Greater Manchester Good Employment Charter.



# THE ROLE

## Job Summary

Reporting to the Head of Theatre and working within the theatre team the role will lead on touring theatre in Theatre 1 and produced work in Theatre 2. The role will work closely with the Head of Theatre and other departments in the organisation.

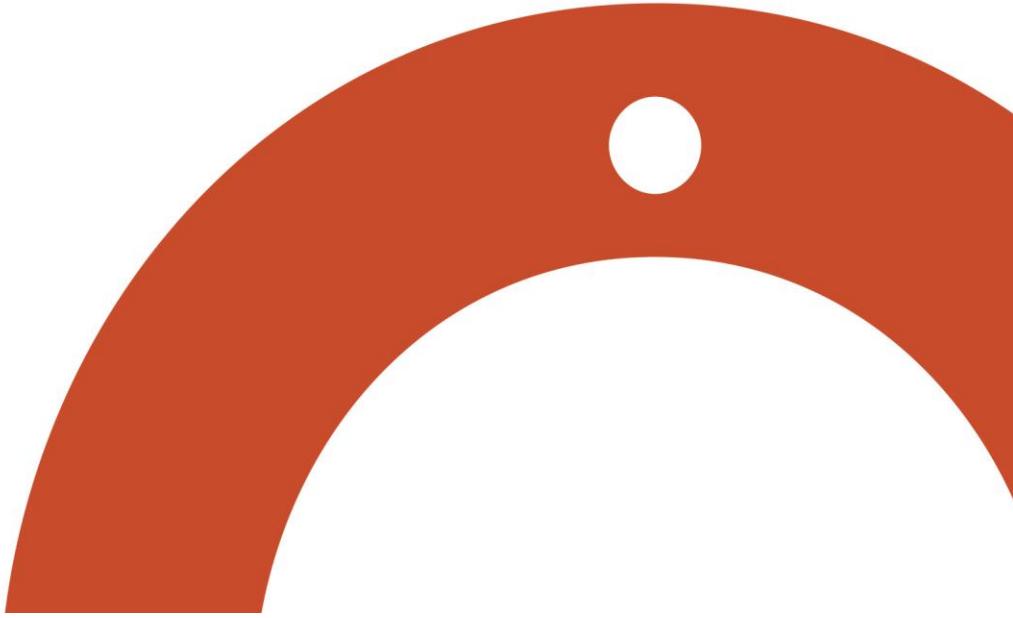
The Programme Producer will lead the effective delivery of touring programme in Theatre 1 working closely with the Head of Theatre. The role will also lead produced or in house productions in Theatre 2.

This is a cross-functional role requiring strong negotiation and contractual expertise, as well as an excellent understanding of how to facilitate and collaborate with artists, companies and agencies. The Programme Producer will work across multiple projects, liaising with a wide range of internal and external stakeholders, and will be required to manage competing priorities simultaneously.

The Programme Producer is an integral member of the theatre team, playing a key role in the development, management, and delivery of the organisation's programming strategy across both theatre spaces.

# KEY INFORMATION

<b>Salary</b>	£32,000 per annum
<b>Contract</b>	Fixed Term 12 months
<b>Hours of work</b>	40 hours, including 1 hour paid lunch breaks Exact hours of work as required by the job, working evenings and weekends as appropriate. Overtime payments will not be made, however time off in lieu will be available to cover additional hours worked with your Line Manager's agreement.
<b>Place of work</b>	HOME's offices are at 2 Tony Wilson Place, M15 4FN
<b>Holidays</b>	25 days per annum plus statutory holidays (pro rata)
<b>Pension</b>	GMAC Ltd operates a company pension scheme with a 3% company contribution, available to all staff
<b>Other benefits</b>	Discounted cinema and theatre tickets Employee Assistance Programme Option to purchase additional holidays Cycle to work and Tech scheme
<b>Probationary period</b>	2 months
<b>Notice period</b>	1 month during probationary period, 1 month thereafter



# JOB DESCRIPTION

## Purpose

The Programme Producer will be responsible for the day-to-day management and delivery of the touring programme in Theatre 1, including negotiating and preparing deal memos and contracts. They will ensure that all relevant departments are kept informed about the programme by maintaining accurate and up-to-date information on Yesplan, the organisation's internal calendar. In addition, the Programme Producer will manage project budgets, recruit creative teams, and lead on the project management for productions delivered in Theatre 2.

The Programme Producer plays a key role in ensuring a positive experience for both internal and external stakeholders, while supporting a culture of continuous improvement, inclusivity, and operational excellence.

<b>Team</b>	Theatre
<b>Reports to</b>	Head of Theatre
<b>Responsible for</b>	n/a

## Programming

- Be an active member of the theatre team; Exploring programming options for touring work particularly standup comedy, literature events and theatre in our Theatre 1 Building our audiences and connections with artists and companies both locally and nationally
- Proactively seek, encourage, and discuss opportunities for HOME Mcr's programme to be more inclusive for audiences, communities' artists
- Ensure that the programme at HOME is well researched, managed and supports the ambitions of the organisation
- Lead on negotiations within set parameters for the touring programme
- Maintain and develop a pool of contacts for programming
- Be proactive in connecting with artists, visiting companies and producers to create new connections
- Act at the main point of contact both internally and externally for Theatre 1 productions
- Be responsible for welcoming visiting companies, conducting briefings and ensure HOME's standards of working are maintained.
- Ensure accurate information is shared with other departments in relation to programme including finance, development, creative engagement, marketing and technical
- Contribute to team meetings including programming and pacing
- Be able to bring a wealth of knowledge and contacts within the theatre sector and comedy sector to HOME

## Producing

- Manage casting for all produced projects in theatre 2 working closely with the Head of Theatre
- Maintain and proactively improve processes and systems within the producing team to benefit all
- Lead on contractual negotiations with co-producers, agents and independent creatives
- Support the Head of Theatre in drafting and confirming budgets for all productions
- Work with the Head of Theatre, and key creatives to keep all produced shows on budget
- Work with the Head of Theatre on setting the parameters of a production
- Attending performances, readings and events at HOME and other venues as needed

## General

- Attend weekly marketing meetings with our communication team
- Attend weekly technical meetings with our production team
- Attend weekly theatre team meetings
- Contribute to updating and maintaining Yesplan
- Productively collaborate with all internal HOME staff to manage a production ensuring a positive outcome

## Additional duties

- Perform all tasks in line with HOME's commitment to providing the widest employee access
- Take part in working groups & training sessions as required
- Be an advocate and ambassador for HOME
- Uphold and follow values and GMAC policies, particularly those around diversity, environmental sustainability, positive work environment, access, safeguarding, H&S & GDPR
- Keep up to date with financial, administrative and operational best practice
- Carry out duties as deemed appropriate by the Head of department
- Work evenings and weekends if required
- Undertake national and international travel if required

This is not an exhaustive list of duties and HOME's management may, at any time, allocate other duties which are of a similar nature or level.

# PERSON SPECIFICATION

Criteria	Essential	Desirable
<b>Experience Skills &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>• Experience managing multiple projects of various scales and sizes</li> <li>• Experience of negotiating with agents</li> <li>• Excellent administration skills including the use of the Microsoft Office suite</li> <li>• Strong financial skills, including drafting and managing budgets</li> <li>• Strong critical thinking skills with the ability to think out of the box to find a solution</li> <li>• A commitment to diversity and inclusion throughout your work</li> <li>• Efficient at collaborative work</li> <li>• Have extensive experience programming at a mid-scale</li> <li>• A passion for theatre and good general knowledge of the sector</li> <li>• A passion for Regional Theatre and/or for the importance of local stories, talent, art, and community</li> <li>• Effective communication skills</li> <li>• Excellent negotiation skills</li> <li>• Ability to work under pressure and act on own initiative</li> <li>• Flexibility to work evenings and weekends</li> </ul>	<ul style="list-style-type: none"> <li>• Experience providing information for pay roll</li> <li>• Knowledge &amp; understanding of UKT agreements</li> <li>• Experience in using Yesplan</li> <li>• An understanding of BECTU, UKT rates of pay and standards</li> </ul>

# HOW TO APPLY

**The deadline for applications is – Friday 27<sup>th</sup> February 2025, 12 noon.**

**Please note** We review applications and reserve the right to close an advert early if we identify suitable candidates. To avoid disappointment, submit your application as soon as possible. If successful for the role following interview start date will be subject to our pre-employment checks which include receiving satisfactory employment references & right to work in the UK.

**Application format:** submit by email an up-to-date CV together with a supporting statement of no more than 2 A4 pages. All documents must be in .pdf/.doc/.docx format. Alternatively, this can be provided as a short video/audio response no more than 10 minutes in length. Please ensure you provide examples of how you meet the essential criteria within the Person Specification and the main responsibilities for this role in your supporting statement.

Please email your CV and supporting statement to [recruitment@homemcr.org](mailto:recruitment@homemcr.org) and complete the link here to the [Equal Opportunities Form](#). Please add the **job reference number 333964** in the subject line.

We will interview candidates who meet the essential criteria in the person specification. Support is available at every stage of the process please email [recruitment@homemcr.org](mailto:recruitment@homemcr.org) if you have any questions related to support requirements.

**Interviews will take place on 20<sup>th</sup> March 2026.**

HOME strives to be an equal opportunity employer, committed to diversity and inclusion in the workplace.

**Please note** Due to the high volume of applications we are unable to respond to all applicants individually. If you have not heard from us before the interview date, unfortunately, you have not been shortlisted on this occasion. Regrettably, we are unable to provide feedback at the application stage for those not selected for interview.

**Thank you for your interest in this post.**



#### FUNDED BY



#### FOUNDING SUPPORTERS



HOME is a trading name of Greater Manchester Arts Centre Ltd, a company limited by guarantee, registered in England and Wales No 1681278. Registered office 2 Tony Wilson Place, Manchester, M15 4FN Charity No: 514719.