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## **Job Description**

<b>Job Title:</b>	Tour Booker / Programmer
<b>Hours:</b>	40 hours per week, flexible working and some working from home available
<b>Location:</b>	BKL Head Office, London (Paddington)
<b>Salary Band:</b>	£38,000 - £50,000 dependent on experience
<b>Holidays:</b>	25 days plus bank holidays per annum
<b>Reports To:</b>	Executive Director
<b>Responsible for:</b>	Programming associate
<b>Works with:</b>	Producers, Ticketing, Sales & Marketing Manager

### **Application Information:**

To apply please send your up-to-date CV and a cover letter outlining why you are suitable for the role by email to [jon.woodley@kenwright.com](mailto:jon.woodley@kenwright.com) Please include your current notice period (if any) and when you would be available to start.

### **Main Purpose**

Bill Kenwright Ltd is looking to appoint an experienced, pro-active, and driven tour booker to undertake the scheduling and booking of all touring productions across the UK and internationally. The key elements of the role are:

- To lead on the scheduling of all venue dates and negotiation of deals and contractual terms for all new and existing touring productions.
- Optimise tour routing and bookings for all touring productions, including consideration of barring clauses, week's out and contractual terms.
- Undertake analysis of proposed deals, comparison with historical and benchmark productions.
- Work with the producers, marketing, and the production manager to undertake feasibility studies on touring productions, including forecasting.
- Ensuring the smooth and timely administration and distribution of venue information across all internal departments as productions are given the green-light.
- Ensuring the smooth and timely administration and delivery of deal memo's, venue contracts (and associated amendments) and contact details.

### **General Information**

Bill Kenwright Ltd is one of the largest and most established commercial theatre and entertainment producers with over five decades experience of producing more than 500 productions to date – including tours, West End, and international productions. Bill Kenwright Ltd is part of the Bill Kenwright Group of companies, alongside Bill Kenwright Theatres (Theatre Royal Windsor and The Other Palace) and film and TV production and financing company BK Studios.

Recent productions include: Cruel Intentions (West End), Ian McKellen & Roger Allam in Frank & Percy (West End) Heathers (West End and UK Tours), Calendar Girls the Musical (UK Tour), Blood Brothers (West End and UK Tour), My Son's a Queer (West End), 12 Angry Men (UK Tour), The Shawshank Redemption (UK Tour), Home I'm Darling (UK Tour), Saturday Night Fever (West End & UK Tour), Be More Chill (West End), Hamlet & The Cherry Orchard (Windsor season with Ian McKellen), Cat & The Canary (UK Tour), Evita (West End and UK Tour), The Best Man (West End), Foxfinder (West End), Cabaret (West end and international tour), amongst others.

The role will work closely with both the producer's office, marketing office and production office as well as reporting directly to the Executive Director. The role also line manages the programming associate role, who supports with the administration of touring productions.

Usual office hours are 10am-7pm Mon-Fri, with some evening and weekend work as required, particularly with attending first night and press night performances of BKL productions.

**Responsibilities include:**

1. To lead on and deliver the scheduling of all venue dates for BKL Touring productions, both within the UK and internationally in line with BKL policies on pre-booking and programming sign-off.
2. To negotiate with venues on dates, financial deals, contractual terms, and performances, including barring clauses, get-in and get-out considerations.
3. Optimise tour routing and bookings to achieve 'best dates / routing' strategy for each touring production and provide recommendations on non-playing weeks / performances.
4. Provide analysis and projections on proposed tour dates and deals, based on both historical data and benchmarked productions, working with the producers to forecast the commercial outcome both on each booking and across each production.
5. Delivering feasibility studies, working alongside the producers, production, and marketing departments to assess the viability of new projects. Identifying new or less frequently visited venues.
6. To act as the key point of communication for touring venues, ensuring the timely and efficient administration and delivery of all contractual and venue paperwork, including but not limited to deal memo's, venue contracts (and associated amendments), pricing and performance schedules.
7. Ensure the smooth and timely administration and distribution of venue / booking information across all internal departments at each stage of the process, as each production is green-lit.
8. Working with the finance director and Managing Director to establish and report on Key Performance Indicators as requested.
9. Keeping the DAS and Scheduling board, programming bible, venue contact database and box office history database up to date.
10. To line manage and motivate the programming associate to ensure efficient working and administration support, and to assist in personal skills development through the appraisal process.
11. To keep abreast of the theatre industry, including new and upcoming touring productions or productions in early-stage development, industry people movement, and productions playing in London as well as industry-wide movement and national trends for audience behaviour etc.
12. To work alongside the Theatre Directors at Theatre Royal Windsor and The Other Palace on co-productions, tours, and transfers as required.
13. To ensure that production tours always perform within any restrictions of rights agreements.
14. Attending first nights and press nights for BKL Productions as required, in addition to visiting other productions and venues as directed.
15. To maintain effective internal working relationships with other BKL departments, in addition to acting as an ambassador for the company at all times.
16. Preparation of weekly information for management meetings as needed in addition to reporting daily and weekly performance figures against KPI's set.
17. Any other duties appropriate to the post and under the Equalities Act with due consideration to any employees with a "protected characteristic" and within the framework of equal opportunities.
18. Lead on creating a culture of pride in the workplace by always ensuring clean and well-presented office.

**PERSON SPECIFICATION**

<b>Position Title:</b>	<b>Tour Booker / Programmer</b>	<b>Date Prepared:</b>	<b>01.05.2024</b>
<b>Department:</b>	<b>Programming</b>		

<b>AF= Application Form</b>		<b>I = Interview</b>		<b>T= Test</b>	
	<b>REQUIREMENTS</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed</b>	
<b>1.</b>	<b>EXPERIENCE AND KNOWLEDGE</b>				
1.1	Significant experience of working in the theatre industry with demonstrable knowledge of venue programming or tour booking, deal negotiations and contracting.	✓			<b>AF/I</b>
1.2	Demonstrable experience of European and international tour booking and logistics.		✓		<b>AF/I</b>
1.3	Experience of working collaboratively with other people	✓			<b>AF/I</b>
1.4	Experience and understanding of collective union agreements and standard practices within the industry, with a strong demonstrable knowledge of Equity / UK Theatre commercial theatre agreement	✓			<b>AF/I</b>
1.5	Tact and skill in dealing with venue contacts with experience of handling conflict resolution and negotiation.	✓			<b>AF/I</b>
1.6	Experience and understanding of London theatre market and wider UK Theatre industry		✓		<b>AF/T/I</b>
1.7	Experience of marketing principles and techniques applied to audience development.		✓		<b>AF/T/I</b>
1.8	Good attention to detail, excellent verbal, and written communication skills with good information technology skills.	✓			<b>AF/T/I</b>
1.10	Proven administration and numeracy skills.	✓			<b>AF/T/I</b>
1.11	Proven understanding of commercial viability, including budgeting and profit & Loss	✓			<b>AF/T/I</b>
1.12	Able to work under pressure and to strict deadlines.	✓			<b>AF/I</b>
1.13	Excellent level of negotiating and influencing skills	✓			<b>AF/I</b>
1.14	Experience of line managing staff.		✓		<b>AF/T/I</b>
<b>2.</b>	<b>COMPETENCIES</b>				
	<b>WORKING WITH PEOPLE</b>				
2.1	<ul style="list-style-type: none"> <li>a. Demonstrates an interest in and understanding of others</li> <li>b. Adapts to the team and builds team spirit</li> <li>c. Recognises and rewards the contribution of others</li> <li>d. Listens, consults others and communicates proactively</li> <li>e. Supports and cares for others</li> </ul> Develops and openly communicates self-insight such as an awareness of own strengths and weaknesses	✓			<b>AF/T/I</b>
	<b>RELATING AND NETWORKING</b>				
2.3	<ul style="list-style-type: none"> <li>a. Establishes good relationships with customers and staff</li> <li>b. Builds wide and effective networks of contacts inside and outside the organisation</li> <li>c. Relates well to people at all levels</li> <li>d. Manages conflict</li> <li>e. Uses humour appropriately to enhance relationships with others</li> </ul>	✓			<b>AF/T/I</b>

5.2	<b>CREATING AND INNOVATING</b> a) Produces new ideas, approaches or insights b) Creates innovative products or designs c) Produces a range of solutions to problems d) Seeks opportunities for organisational improvement e) Devises effective change initiatives	✓		<b>AF/I/T</b>
6.1	<b>PLANNING AND ORGANISING</b> a. Sets clearly defined objectives b. Plans activities and projects well in advance and takes account of possible changing circumstances c. Manages time effectively d. Identifies and organises resources needed to accomplish tasks a) Monitors performance against deadlines and milestones	✓		<b>AF/I/T</b>
6.2	<b>DELIVERING RESULTS AND MEETING CUSTOMER EXPECTATION</b> a. Focuses on customer needs and satisfaction b. Sets high standards for quality and quantity c. Monitors and maintains quality and productivity d. Works in a systematic, methodical and orderly way a) Consistently achieves project goals	✓		<b>AF/I/T</b>
2.6	<b>ENTREPRENEURIAL AND COMMERCIAL THINKING</b> a. Keeps up to date with competitor information and market trends b. Identifies business opportunities for the organisation c. Demonstrates financial awareness d. Controls costs and thinks in terms of profit, loss and added value	✓		<b>AF/T/I</b>
3	<b>EDUCATION AND TRAINING</b>			
3.1	Educated to degree level with a focus on arts management, arts administration or drama / theatre studies, or having comparable career experience.		✓	<b>AF</b>
3.2	A minimum of 5 GCSE grade A*-C passes, including in English and Math's	✓		<b>AF</b>

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If you have any questions or would like more information about the role, please email [jon.woodley@kenwright.com](mailto:jon.woodley@kenwright.com) including the role you are enquiring about, and a contact telephone number and the relevant person will be in touch.