



JOIN THE JOURNEY

TOBACCO
FACTORY
THEATRES

HEAD OF PROGRAMME
JOB DESCRIPTION



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Tobacco Factory Theatres is a place of Welcome and Wonder. A safe and inspiring place to share stories and be creative. Based in the iconic Tobacco Factory in South Bristol, our work connects people through the power of live theatre and the arts.

We present over 300 performances annually to audiences of over 50,000 including bold in-house productions and co-productions with nationally respected companies. We also receive many of the country's top touring performances, from exciting new work to comedy, music, spoken word and work for families.

We have two dynamic spaces, The Spielman, which houses our experimental and engagement programme and The Factory, a flexible and unique space which presents work in a variety of ways including our distinctive 'in the round' configuration.

Over 400 local creatives take part in our Artistic Development programmes; including our Acting and Writers Labs and city wide Artist Membership scheme. We are proud to offer thousands of creative learning and participation opportunities to local people through our Get Involved programme from regular workshops to bespoke offers.

In 2024, we made our work more accessible than ever with over 5,000 financial difficulty and Under 26 tickets issued for those who would not be able to attend at the standard price. At Christmas we were delighted to offer our free Community Performance for local youth projects, refugee charities who support asylum seekers, school children and organisations working with people with additional needs.

Working from a place of sustainability, the last year at TFT has been an exciting time of growth for the organisation with 3 new home made productions; The Marriage of Figaro (co-produced with Opera Project), Hansel and Gretel (co-produced with New International Encounter) and The Winter's Tale (directed by our Artistic Director, Heidi Vaughan) forming part of a dynamic new in-house production programme. These productions compliment our extensive received programme and dynamic Get Involved activities, bringing opportunities to welcome even more people through our doors as part of our wonderful journey.

HEAD OF PROGRAMME

Reports to:

Artistic Director and CEO

Responsible for:

Programme Co-ordinator, Young People's Programme Co-ordinator, Creative & Community Officer.

Team:

Arts Team. Consisting of Artistic Director & CEO, Programme Co-ordinator, Young People's Programme Co-ordinator and the Creative & Community Officer.

The Head of Programme leads Tobacco Factory Theatres' year-round programme across received and in-house productions, artist development and our participatory/community work.

Working closely with the Artistic Director & CEO, and the Artistic Strategy, the post-holder aligns artistic ambition with audience impact, access, environmental responsibility and financial viability – helping TFT remain A Place of Welcome and Wonder.

The role line-manages the Programme Co-ordinator, Young People's Programme Co-ordinator and Creative & Community Officer, fostering a caring, collaborative culture.

PROGRAMME LEADERSHIP

- Lead joined-up planning and delivery across received work, in-house productions, artist development and participatory/community strands, ensuring balance, inclusion and financial sustainability.
- Support programming choices with clear feasibility, access and audience insight; embed TFT values – Listening, Connecting, Creating, Curiosity and Integrity – in everyday practice.
- Champion creative courage and thoughtful risk-taking; design simple mechanisms to capture learning and share it across the team.
- Ensure programme information (calendars, milestones, copy/assets needs) is shared on time with Sales, Operations and Technical.

FUNDING, EVALUATION & REPORTING (ACE)

- Coordinate delivery and quarterly reporting of TFT's Activity Plan and Arts Council England Investment Principles (Ambition & Quality; Environmental Responsibility; Inclusivity & Relevance; Dynamism).
- Produce clear monthly dashboards for SMT/Trustees covering activity, audiences, finance, access and environmental metrics; maintain audit-ready documentation for funders and partners.
- Work with the Communications & Fundraising Director and the Executive Director to align KPIs, narrative reporting and evidence gathering across grants and partnerships.

ENVIRONMENTAL SUSTAINABILITY (THEATRE GREEN BOOK)

- Integrate Theatre Green Book principles into pre-production, production and operations: set targets at scoping stage, track in budgets/schedules, and include outcomes in post-show evaluations.
- Support colleagues and visiting companies to meet sustainability goals with proportionate tools and training.

ACCESS & INCLUSION

- Lead access planning from the outset (relaxed, captioned, BSL and audio-described performances), ensuring artist support, audience journey and budgets reflect best practice.
- Embed anti-racist, inclusive and belonging-led practice across the programme; ensure meaningful briefings and debriefs capture learning.
- Act as a safeguarding lead within the Arts Team, keeping policies, training and risk assessments current and well-understood.

PRODUCING

- Hold producing leadership for in house productions: timelines, budgets, contracting (e.g. ITC/UK Theatre templates), company care, rehearsals/tech/previews, settlements and evaluation.
- Enable wraparound and access activity (post-show events, curtain-raisers), and consider future life/remount potential, building assets as we go.

PARTNERSHIPS, NETWORKS & ADVOCACY

- Grow and steward strong regional and national networks (venues, touring companies, artist-led collectives, HE/FE and community partners).
- Pursue co-productions and shared-risk models that diversify voices and strengthen resilience.
- Represent TFT in sector forums, bringing back market intelligence to inform future planning.

FINANCE & ADMINISTRATION

- Develop and manage programme and production budgets with the AD/CEO and Executive Director; set phased forecasts, track variances and lead settlements.
- Oversee robust contracting, rights/licensing and GDPR-compliant data processes.
- Contribute to fundraising by shaping programme strands for bids and providing monitoring/evaluation material for reports.

OTHER

- Be an informed, enthusiastic colleague who supports TFT's vision to be a Place of Welcome and Wonder.
- Attend staff meetings, away days, season launches, press nights and other theatre events.
- Abide by TFT's policies and procedures.

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All applications will be considered.

Whilst we welcome applications from people of all backgrounds, we encourage applications from people whose identities or backgrounds are under-represented in our organisation, including those who face barriers to opportunities, people from working class backgrounds, people from the LGBTQIA+ community, and people from Black, Asian, traveller, mixed heritage or other global majority backgrounds.

If this applies to you, please refer to this in your application and we will guarantee an interview if you meet the criteria listed in ‘We would like to hear from you’.

WE WOULD LIKE TO HEAR FROM YOU IF YOU HAVE THESE CORE ATTRIBUTES REQUIRED FOR THE ROLE.;

- Significant experience in programming and/or producing across artistic and engagement contexts.
- Strong leadership and line-management skills; a supportive, developmental approach.
- Proven experience reporting to funders (preferably ACE), including activity plans, investment principles and outcomes/evaluation.
- Track record embedding access (for D/deaf, disabled and neurodivergent artists/audiences) and delivering against environmental sustainability targets within productions.
- Excellent relationship-building and communication with artists, companies, partners and stakeholders.
- Budget management, contracting and programme administration experience.
- Knowledge of safeguarding and best practice in creative learning/community work.
- Ability to balance strategic oversight with practical delivery.

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YOU MIGHT ALSO HAVE THESE DESIRABLE SKILLS AS WELL. THESE WILL STRENGTHEN AN APPLICATION BUT ARE NOT MANDATORY.

- Familiarity with Theatre Green Book frameworks and tools.
- Experience negotiating co-productions/touring and shared-risk approaches across UK and abroad.
- Knowledge of Bristol/South West cultural landscape.
- Experience evaluating programme impact for funders and stakeholders; understanding of technical, marketing and operations.

Annual Salary/Fee:	£36,000 pro rata per annum
Contract:	18 months (with view to extension)
Hours:	32 hours per week (0.8 FT), with some evening and weekend work required
Normal Place of Work:	Tobacco Factory Theatres, Raleigh Rd, Bristol, BS3 1TF
Holiday Entitlement:	30 days pro rata per annum
Probationary Period:	3 months
Notice Thereafter:	3 months

SUBMITTING YOUR APPLICATION

- 1 Include one of the following:
 - Completed [application form](#) outlining your experience against the personal specification.
 - We also accept a short film or audio file as an alternative to the written application form. In your submission, please outline your relevant experience and explain why you are interested in this role. Please note that our interview panel will review only one application per person; either the written form or a short film/audio file.
- 2 Also include a completed [Equalities Monitoring form](#).
- 3 Please email us using the subject line below:



Email: recruitment@tobaccofactorytheatres.com
Email Subject: [Head of Programme](#)



Application Deadline: **10:00 AM, Mon 17 Nov 2025**



Interview dates: **Thurs 27 Nov**



Anticipated Start Date: **Feb 2026**

ALTERNATIVE FORMATS & INQUIRIES:

If you need the Application Pack in an alternative format or have questions, email recruitment@tobaccofactorytheatres.com.