



MUSIC AND EVENTS PROGRAMMER

Reports to Managing Director

Hours Full time (40 hours per week)

Location SWG3 office, Glasgow

Salary £30K - £36K dependent on experience

SWG3 is one of the UK's most eclectic, distinctive and credible multi-arts venues. It's also one of the most industrious, playing host to more than 300,000 attendees across 600+ events in the last 12 months, with everything from unforgettable gigs, euphoric club nights, inspirational arts events, and everything in between.

Over the last two years, SWG3 has transformed the campus with significant capital investment as it aims to become a more sustainable venue and a cultural destination with the events programme at the heart of it. SWG3 is looking for a Music & Events Programmer to join the team, bringing with them industry knowledge, professionalism, and a wealth of experience. This is a fantastic opportunity to be part of a passionate, ever-expanding, independent organisation where you will be given the opportunity to grow your networks, manage the most diverse programme in the country and make your mark on it.

Consideration will be given to applicants with 3+ years' demonstrable experience within the events industry; someone who has a passion for music and live events, strong commercial acumen and communication skills. The SWG3 diary is a busy platform and the role demands a total understanding of the venue and how to optimise the different spaces, whilst delivering a culturally vibrant and commercially viable programme.

How to apply

Please apply in writing, with a CV and covering letter to: hr@swg3.tv

Deadline

Friday 31 March at 12 noon

Responsibilities include:

- Complete diary and programme management across the venue
- Diary management admin, dealing directly with enquiries
- Maintaining and developing relationships with promoters, artists and agents
- Assisting with post show settlements where necessary
- Working closely with the Ticketing department on sales
- Working closely with the Marketing department on promotions
- Managing events / liaising with the Operations team on delivery
- Working with the Financial Director on sales projections and budgets for events
- This role will report directly to the Managing Director

Successful candidates should have:

- A minimum of 3+ years working in a similar role within the events industry
- A professional approach and excellent communication skills
- An appetite for new music and an openness to new ways of working
- Good time management and the ability to work under pressure
- Working knowledge of the venue Health & Safety regulations
- Willingness to work flexibly and out of office hours as required
- Strong financial skills with budgets, costing and forecasting