Interim Head of Programme

Recruitment pack



October 2026

Artsadmin

Welcome

Thank you very much for your interest in the role of Interim Head of Programme at Artsadmin.

This is a full time, fixed term salaried position (12-13 months), paying £47,858 a year before payroll deductions. We are open to considering 4 - 4.5 days a week.

We hope that this pack will give you plenty of information before you apply. Our website artsadmin.co.uk will also give you lots of background on our work, our team and our history – and of course the many brilliant artists who have been part of the Artsadmin journey so far.

If you believe you have the Knowledge, Skills & Experience we're looking for (described on page 11), we want you to feel comfortable and confident about completing an application. It's our responsibility to make the application process accessible, and to give you the information you need to decide whether you are going to apply.

So, please let us know if you have any questions before you get going with an application, or if it would be helpful to have the information in this pack in a different format.

For this role, you're also welcome to request a chat with Raidene (Artistic Director), Louisa (Head of Programme) or Cath (Chief Operating Officer), before you apply. We'll do our best to fulfil all requests for conversations received on or before 9 November. You can do so by getting in touch with us on the below email.

To get in touch for any of these reasons, please email recruitment@artsadmin.co.uk and you'll hear back from us.

The deadline for submitting applications for this role is 10am on Monday 16 November 2026.

Thanks for reading, and we hope to hear from you.

Who we are and what we do



Queer Clash Diary, Artsadmin x Raze Collective
Toynbee Studios, 2024
Photo by Saima Khalid

About Artsadmin

Our purpose

Artsadmin is an arts charity based in east London, with a clear purpose:
we're here for the most visionary live artists creating today. Together, we produce brilliant, unconventional work that matters now.

Working across contemporary performance, socially engaged and live art practice, we care about art that stirs emotion, removes barriers and encourages connection. We collaborate with artists who have things to say about the world in direct, truthful and unusual ways, supporting them to shape their ideas and create unforgettable audience experiences. Care underpins everything we do: it's non-negotiable.

What we do

For over 45 years, we've been making space for live artists in four ways:

- Delivering a support programme to develop skills and practice, pool resources and share ideas, shaped around what artists tell us they need
- Providing creative space and community – especially at our home, Toynbee Studios
- Producing and managing a wide variety of live projects and tours all over the world
- Actively working to change who gets to make, produce and experience this art, through specific, purposeful partnerships and actions

Why we do it

The artists we work with are brilliant at questioning the world, challenging how we think, feel and behave, exploring what it is to be human. In our divided and brittle world, we strongly believe we need to hear from them now more than ever.

What we believe

For us, it's essential to think and work in ways that are accessible, inclusive and sustainable, and that reach across and beyond borders. This is where you'll find Artsadmin regularly using our influence to drive change.

By accessible, we mean removing barriers to supporting, creating and experiencing art – cultural, educational, financial, health, physical, psychological, racial, social and more.

By inclusive, we mean being welcoming and supportive to everyone, being clear about behaviour that's not ok, and consciously creating the conditions for safer and braver spaces for artists and audiences.

By sustainable, we mean actively looking after people, planet, projects, money, buildings and things as best we can, so that we minimise harm and can all keep going long term without running out of energy and resources.

By reaching across and beyond borders, we mean being inspired and influenced by creative practice and producing from all over the world, thinking and working expansively, openly and dynamically, and not placing ourselves at the centre.

We understand that all of these are connected and complex and that there's plenty more to do. We challenge ourselves and the arts sector to be honest about how and where real change is showing up, and to do better.

Positive action in the recruitment process

When we are shortlisting applicants for first interviews, we will apply our positive action policy. If you identify as D/deaf or disabled, or from the Global Majority* you can choose whether you would like us to apply this policy when reviewing your application. If you select yes to the question in the application portal and have clearly shown that you meet our minimum criteria, you will be invited for a first interview. (See page 14 for more information on our Selection Processes, including details of the minimum criteria.)

By 'Global Majority' we mean people who identify as Black, Asian, Brown, dual-heritage, indigenous to the global south, and/or have been racialised as 'ethnic minorities'. (Rosemary Campbell-Stephens, 2020)

You can find out more about our commitments to transparency and equity through the recruitment process, on our website: https://www.artsadmin.co.uk/about/opportunities/

Our values

These values guide how we work as a team, as trustees, with artists, collaborators and audiences.

Generosity

Approaching our work and relationships with care, warmth, positivity, curiosity, openness and equity

Commitment

Meaning and doing what we say; taking action, being clear and rigorous, and not giving up

Truth

Working with artists to draw out the truths within their work; building authentic and straightforward relationships; reflecting honestly on progress and setbacks; being transparent and fair in all that we do

Collaboration

Continuously practising working well together to understand needs, support each other, grow skills, and strengthen the reach and impact of artists' work

Change

Embracing change as a constant, ready to respond to and influence the world around us; advocating for change especially around access, inclusion and sustainability; remaining resilient, flexible and hopeful

About the role



Alia Hamaoui, Work in progress
Rich Mix, 2024
Photo by Abdulisms

Who we need

We're looking for an experienced, committed live performance producer to develop and lead our multi-strand artist support, projects and touring programme during 2027, while our permanent Head of Programme takes a planned career break.

Your approach will be informed by a deep understanding of access, inclusion and sustainability, centring care in how you work with artists, and in how you manage and support a team of in-house producers, freelance producers and assistants.

You need to be a strategic thinker, able to develop and hold the programme strategy while making important contributions to the broader organisational direction of travel.

As a producer, you'll understand the need for meticulous planning and excellent communication, as well as flexibility and problem solving, from initial fundraising through to delivery and evaluation. You'll be experienced enough to have plenty of producing knowledge and learning to share with your team and inform their development, and you'll have a strong interest in continuous learning.

As a leader, you'll be someone who naturally builds and earns trust, adept at modelling values and behaviours integral to a healthy organisational culture.

Above all, you'll be excited by Artsadmin's purpose and approach and how you can contribute to these during this year.

2027 Programme highlights

A selection of projects from across the programme taking place in 2027-2028

Making Change

- Artist Assembly: A new programme convening the voices, views and thoughts of artists working in Live Art and Contemporary Performance about our programme. Strengthening our producer-led and artist-centred approach.

Artist Support

- Morning Creatives: A monthly informal networking event where artists, producers and creatives connect, exchange ideas and build new collaborations.
- Lab: A curated residency programme at Toynbee Studios supporting artists in the early stages of developing new performance work.

New Work

- How I Grew a Moustache: A new work by Riwa Saab exploring inherited grief, silence and untold family stories, premiering at Shubbak Festival in 2027.
- Gen X Gen Z: Tink and Abra Flaherty's intergenerational performance about parenting, identity and family, currently in its second phase of development with future touring ambitions.

Touring

- Memory of Birds: Tania El Khoury's interactive sound installation explores political violence, memory and migration through the perspective of birds and contested landscapes.
- THIRST TRAP: Ray Young's immersive audio experience examines climate justice, embodied experience and the social impacts of rising temperatures.

Collaborative Projects

- Raze Young Producers Club: A 10 session programme delivered with Raze Collective that offers emerging producers practical experience in creating and producing queer events.
- The History of the World Told by Me: A new work by long-term resident Franko B, presented at Toynbee Studios as part of its ACE-funded tour, exploring memory, vulnerability and survival through his distinctive performance practice.

Job description

These are the main responsibilities involved in the successful delivery of this role. They may change as the job and the organisation develops, so there may be other responsibilities and tasks not specifically mentioned here.

Team leadership and management

- Lead, manage and support the Programme Team and freelance producers with a care-centred approach that prioritises staff wellbeing
- Ensure clear planning, communication and accountability across the team to support effective working practices
- Foster a generous, collaborative and inclusive working culture

Strategic development

- Work closely with the Artistic Director to develop Artsadmin's artistic strategy, building a highly regarded, cohesive programme that can be delivered with the available skills, capacity and organisational resource
- Across the different programme strands, develop activities and nurture partnerships that reflect the organisation's purpose and values, and respond to the needs of live artists at all career stages
- Build and maintain strong relationships with artists, partners, funders and other stakeholders
- Work closely with the joint CEOs and General Manager to shape the organisation's strategic planning

Project and programme delivery

- Lead on the successful delivery of Artsadmin's diverse programme of new work, touring projects and artist support activity, ensuring relationships with lead artists and partners are held with appropriate care and all producing admin is completed to a high standard
- Oversee effective planning, resourcing and budgeting processes, supporting operational and strategic decision-making
- Provide specific oversight of new and complex projects, supporting the Programme Team and freelance producers as needed, to ensure these projects are managed well and held with care throughout
- Continue the work initiated in 2026 to ensure artist perspectives are more strongly reflected in future programme and organisational development
- Collaborate with the Senior Communications Manager and Artistic Director on communications campaigns, developing inclusive strategies to engage Artsadmin's agreed priority audiences, especially live artists and independent producers
- Manage the programme monitoring and evaluation framework, tracking progress and ensuring learning is embedded in future work
- Actively support artists and develop networks within the live art and contemporary performance sector by representing Artsadmin at performances, events, festivals and conferences, in the UK and internationally

Fundraising and budgets

- Lead on the development, submission and management of key project funding applications and funder reporting, and support the Programme Team to write and manage smaller bids
- In collaboration with the joint CEOs, create the annual programme budget, balancing artistic ambition with financial viability
- Oversee the management of all programme project budgets, supporting producers to hold and track their budgets responsibly, responding effectively to changes

Access, inclusion & sustainability

- Provide inspiring leadership around access, inclusion and sustainability, consistently demonstrating your commitment to change who gets to make, produce and experience live art and contemporary performance
- Ensure that co-created actions on access, inclusion and sustainability are embedded in the work of the programme team
- Model a rigorous data culture, enabling us to demonstrate our progress and evidence how we need to change

Knowledge, skills & experience

Below, we've listed the main areas of knowledge, skills and experience we believe are essential for someone to be able to succeed in this role. We will assess applications and interviews across these areas.

1. Able to centre care in your relationships over a sustained period, building trust and understanding, and approaching stressful situations calmly

2. Skilled at managing internal teams of people with a range of experiences and needs, focusing on strengths and support across the team

3. Multiple years' experience of producing ambitious live art, contemporary performance and/or socially engaged practice, including touring work

4. Experience of overseeing a programme of work involving a number of different projects, with the ability to prioritise, be flexible, and balance the needs of different projects while maintaining oversight of the whole programme

5. Excellent financial project management skills with experience of creating budgets and managing them well

6. Experience of successful project fundraising, including managing funder relationships, fulfilling evaluation and reporting requirements, and good working knowledge of the current ACE Project Grant

7. An organised and methodical approach to managing information with experience of maintaining processes and systems that enable collaborative approaches and support others in their roles

8. A clear understanding of leadership and responsibility in the context of the wider organisation, with the ability to support cross-team working to achieve larger strategic aims

9. A demonstrable commitment to access, inclusion, sustainability and working across and beyond borders and alignment with Artsadmin's values

10. Able to relate and communicate authentically with a wide range of internal and external arts sector professionals, developing existing networks and advocating for the programme and Artsadmin

Contract terms

Job title:	Interim Head of Programme
Contract type:	12-13 month fixed term employment contract
Period of work and hours:	Full time; 40 hours per week; part time of no less than 32 hours per week would be considered
Salary:	£47,858 a year (minimum £38,286 for 32 hours a week)
Annual leave:	25 days full time (minimum 20 days for 32 hours a week) plus public holidays and any working days between 27 December and 2 January
Responsible to:	Artistic Director
Responsible for:	Producer (Projects & Touring), Producer (Artist Support & Development), Programme Coordinator, Freelance producers
Location:	The role will be based primarily at Artsadmin's office in Toynbee Studios, East London. We ask staff to commit to working from the office for 80% of their time (4 days a week for full-time employees) Some travel within London, nationally or internationally will be required.
Probation period:	2 months
Notice period:	2 months

Application and selection process



Norfolk and Norwich Festival 2022. Dominoes.
Photo by James Bass

How to apply

To apply for this role, you will need to complete an application on our online recruitment portal, Awardstage: https://artsadmin.awardstage.com/#!/p1

The main contents of the application are:

- Your current CV, which you will be able to attach in your own format. Make sure it includes all relevant work experience, qualifications and training, with dates.

- Three questions relating to the Knowledge, Skills and Experience section of this Recruitment Pack.

An offline version of the application form is available on our website alongside this Pack.

If you would like us to review your application anonymously, please remove your name and contact details from your CV. You will be providing these separately in the application form, and this part of the form will not be available to the people assessing applications and creating the interview shortlist. But please be aware that you may be identifiable from the other information in your application.

We will also ask all applicants to complete a separate Equal Opportunities Monitoring Form; these are anonymous and cannot be linked to an application. The answers you provide help us to understand if we are reaching a broad range of potential candidates; every question has a 'prefer not to say' option.

You will receive an automated email from Awardstage confirming you have submitted your application. If you think you have submitted but you do not receive an email confirming submission, please check with us.

If you need support, or have any questions about the application process, contact us at recruitment@artsadmin.co.uk

Selection process

The shortlisting team will review every application that has been submitted to decide who they would like to meet for interview.

The first interview slots will be allocated to applicants who have asked us to apply our positive action policy, and have met the following minimum criteria:

A. They have submitted a complete application, before the deadline

B. They have provided clear and relevant information on their work history, qualifications and training without significant unexplained gaps

C. They score 'met' for all the Knowledge, Skills and Experience areas tested in the application

The remaining interview slots will be allocated to applicants with the highest scores across B and C above. This will mean scoring 'strongly relevant' or 'strongly met' in some areas.

All applicants will be contacted by the end of Friday 20th November, whether they have been shortlisted or not.

Applicants invited to interview will be given the names of the interview panellists and the interview questions in advance. They will be invited to share any access needs relevant to the interview, which we will meet.

Applicants who score highest in first interviews will be invited to second interview which will take place in person at Artsadmin, Toynbee Studios, London E1. As part of this interview, there will be an opportunity to meet the wider team and ask any questions they may have. Again, they will be invited to share any access needs relevant to the interview, which we will meet.

Feedback

For all applicants who are not shortlisted for interview, we are able to offer a short summary of what the strongest applications had in common, which we hope will be helpful with future job applications.

All applicants who are invited to interview will be offered individual feedback.

We welcome feedback on our recruitment processes and offer ways for applicants to do this both anonymously and by email.

Key dates

Deadline for applications:	16 November at 10am
Shortlisting complete:	20 November
First interviews (online):	30 November & 1 December
Second interviews (in person):	7 & 8 December
Ideal start date:	Mid-January 2027 or as soon as possible after that

Thank you for reading this Recruitment Pack. We hope to hear from you and if you have any questions, please get in touch at recruitment@artsadmin.co.uk

artsadmin.co.uk
@artsadm



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Riwa Saab, How I Grew A Moustache
Photo by Jemima Yong