Creative Programmes Officer

Creative Programmes

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OPERA HOUSE

JERSEY

Welcome to Jersey Opera House

Great performances start with great people.

There aren't many workplaces where an ordinary day might involve a comedian arriving through Stage Door, a school group discovering live theatre for the first time, a technical rehearsal taking place on stage and hundreds of people walking through the doors that evening.

That's life at Jersey Opera House.

We're one of Jersey's best-known cultural landmarks, but behind the historic façade is a busy, ambitious organisation and a team of people working together to make extraordinary experiences happen.

Whether you work on stage, backstage, front of house, behind a desk or behind the bar, everyone has a part to play.

And we're always looking for people who want to play theirs.

Who We Are

125+ years of history. A new chapter ahead.

Jersey Opera House has been bringing people together through performance for more than 125 years.

Today, we are a registered Jersey charity with an ambition to be the cultural heart of the Island – inspiring our community through unforgettable performance and showcasing Jersey on a wider stage.

Following an extensive refurbishment and our reopening in 2025, we're building the next chapter of the Opera House.

Our programme brings together theatre, comedy, music, family entertainment, community activity and more. Alongside what happens on our stages, we want to create opportunities for people to participate, learn, develop and discover something new.

Being a charity shapes why we do what we do.

It also means we need to be commercially minded and resilient. Ticket sales, venue hire, memberships, fundraising, sponsorship and other income all help us continue delivering our charitable purpose and investing in the future.

Creativity and commercial strength work side by side here – because a sustainable Opera House is one that can keep making a difference.

What We're Here to Do

Our mission is to deliver outstanding live performance, supported by education and community engagement that grows the audiences and performers of the future.

We want to create an environment where people and ideas can thrive, while running an ambitious, resilient organisation that strives for excellence.

And our vision?

To be the cultural heart of Jersey.

It's an ambition that reaches far beyond what happens on stage. It influences the programme we create, the relationships we build, the opportunities we provide and the experience we want people to have when they walk through our doors.

Including the people who work here.

Join the Team

The people behind the curtain.

Audiences see the finished performance.

What they don't always see is everything – and everyone – it takes to make it happen.

Our team works across programming, technical, operations, customer experience, marketing and communications, finance, administration and leadership, supported by our fantastic volunteer stewards.

We're a relatively small team running a busy venue, so collaboration isn't just something we talk about – it's essential to how the Opera House works.

Departments overlap. People share ideas. Plans change. Problems get solved. And when the auditorium fills and the lights go down, there's a collective sense that everyone has contributed to making that moment happen.

Different jobs. Different skills.

One team.

How We Work

Creative thinking. Collaboration. Trust. A willingness to get stuck in.

Working in a live venue isn't always predictable – and that's part of what makes it exciting.

There are immovable deadlines because when the performance is due to begin, the curtain needs to go up.

We work hard, communicate and support one another to make that happen.

We want people to feel able to bring ideas to the table, ask questions, challenge how things have always been done and find better ways of doing them.

And our values help guide us.

Be bold and imaginative

We're curious, creative and willing to try new things. Great ideas aren't restricted by job titles, and we want our people to feel confident sharing theirs.

Grow people and culture

We want people to develop while they're here. By nurturing talent, sharing knowledge and creating opportunities, we strengthen both our organisation and Jersey's cultural future.

Act with integrity

Trust matters. We aim to be reliable, respectful and true to our word – with our colleagues, artists, audiences, partners and community.

Make a difference together

The Opera House only works because people work together. We support each other, celebrate collective success and remember that what we do ultimately exists to enrich our community.

Job Description

Contract Type:

Permanent

Salary:

£35,000

Hours:

37.5 hours per week. Additional hours may be required to fulfil the post's requirements.

Reports to: Head of Creative Programmes

Key Relationships: Head of Fundraising & Communications, Communications Manager, Customer Experience Team, Finance Team and Technical Team.

Job Purpose

To provide administrative support to the Head of Creative Programmes in the development and delivery of an ambitious programme of theatre and creative activity.

Working across artistic, learning, participation and community programmes, you will help bring high-quality theatre experience to a wide range of audiences and participants. You will work closely with the Head of Creative Programmes to help in developing the artistic programme from initial ideas through to delivery and evaluation, liaising with travel and accommodation companies, artists, theatre-makers, community partners, freelancers and internal teams.

Key Responsibilities

Programming, planning and co-ordination

- Support the planning, development and delivery of creative theatre programmes, projects and events.
- Assist in researching and developing new ideas, artists, partnership and opportunities that support the organisation's artistic and community ambitions.
- Coordinate projects from initial planning through to delivery, ensuring activity is well organised, inclusive, accessible and delivered to a high standard.
- Build positive relationships with artists, creative practitioners, participants, schools, community organisations and other partners.
- Support the commissioning, contracting and coordination of freelance artists and creative teams.

Scheduling

- Manage projects schedules, budgets, bookings, resources and practical arrangements such as travel/accommodation bookings, technical production requirements and performance logistics.
- Work collaboratively with marketing, communications, technical, front of house, fundraising and other teams to deliver programmes effectively.
- Work in accordance with current industry agreements.

Partnership and stakeholder Engagements

- Support audience development and participation activity, helping to reach people who may be underrepresented in theatre.
- Assist with evaluation, gathering feedback and producing reports that demonstrate the impact of programmes.
- Contribute to funding applications, monitoring information and reporting where required.
- Ensure appropriate safeguarding, access, health and safety and equalities procedures are followed.
- Represent the organisation professionally at performances, workshops, meetings and community events.
- Contribute ideas to the wider creative programme and help foster a welcoming, inclusive and ambitious creative culture.

General

- Always act in the best interests of the Jersey Opera House
- Take positive action to promote Equal Opportunities in all aspects of the work of the Jersey Opera House
- Agree to abide by the Jersey Opera House's policies such as Health & Safety, safeguarding etc
- Maintain confidentially in all areas relating to the Jersey Opera House
- Undertake any other reasonable duties as requested

Desirable Experience

- Experience of producing or programming theatre, performance or live arts.
- Experience working with young people, communities or participants from diverse backgrounds.
- Knowledge of Jersey, UK theatre and wider cultural sector.
- Experience commissioning or contracting freelance artists.
- Experience of monitoring, evaluation and impact reporting.
- Experience supporting funding applications or working with funders.

More Than a Theatre

Sometimes what happens in this building is simply a brilliant night out.

Sometimes it's much more.

It might be a child's first experience of live theatre.

A young performer stepping onto a professional stage.

A community coming together.

A volunteer finding a new sense of belonging.

An audience discovering something they never expected to enjoy.

As a charity, those moments matter to us.

We want Jersey Opera House to entertain, certainly – but we also want it to contribute something meaningful to the cultural life of our Island.

Whatever your role here, you become part of making that possible.

Person Specification

Essential Experience & Skills

- Passionate about theatre and the role of creativity in bringing people together.
- Experience in coordinating arts, theatre, cultural, community or participatory projects or events.
- Highly organised, able to manage multiple priorities and meet deadlines.
- Strong administrative skills with an eye for detail.
- Strong IT skills, with the ability to use computer-based systems and software packages confidently, accurately, and efficiently.
- A confident communicator who can build effective relationships with a wide range of people both online and face to face.
- Able to manage budgets and project administration accurately.
- Committed to access, inclusion and widening participation in the arts.
- Resourceful, proactive and able to solve problems calmly and creatively.
- A collaborative team player who is equally comfortable taking the initiative.

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Key Competencies

- Excellent organisational skills
- Problem-solving and decision-making
- Attention to detail
- Time management
- Working independently
- Multi-tasking
- Communication skills
- Teamwork and collaboration
- Customer Focus
- Adaptability and flexibility

How to Apply:

Please submit a CV and cover letter of no more than two pages of A4 to careers@jerseyoperahouse.co.uk explaining why you are applying for the role and what experience and skills you would bring to the role.

Our Hiring Process

Stage 1: Applied

Stage 2: Shortlisting

Stage 3: First Interview (remote via Teams for candidates outside Jersey)

Stage 4: Second Interview (in person, TBC)

Further queries and information

Email: careers@jerseyoperahouse.co.uk

Benefits

- 25 Days Annual Leave (increases with service)
- 3% Non-Contributed Pension (following probation)
- Occasional ticket offers on visiting shows
- Monthly all-staff meetings
- Training and development opportunities
- Buddy scheme for new staff
- A fully trained team of Mental Health First Aiders.
- Extra day off on your birthday
- Relaxed working environment and informal dress code

Applications close 10am on Monday 9th October 2026

Everyone Has a Place Here

The best teams aren't made up of people who all think, look or experience the world in the same way.

We are committed to equal opportunities and to creating an inclusive workplace where everyone is treated fairly, with dignity and respect.

We welcome applications from people of all backgrounds, identities and experiences. Recruitment and employment decisions are based on the requirements of the role, individual skills and potential.

We also recognise that people may need different things to perform at their best. If you require reasonable adjustments during our recruitment process, we encourage you to tell us so that we can support you.

We want our team to reflect and understand the community we serve – and we believe different experiences, perspectives and ideas make Jersey Opera House stronger.

Your Part in Our Story

Our building has stood for more than 125 years, but Jersey Opera House has never been just about the building.

It's about people.

The people who perform here.
The people who walk through our doors.
The people who support us.
And the people who make it all happen.

We're proud of our history, but we're much more interested in what comes next.

So, if you're curious, collaborative, ambitious, prepared to get stuck in and want your work to contribute to something bigger, we'd love to hear from you.

The next chapter is already underway.

Come and play your part.