

LANDMARK ARTS CENTRE

Live Events Producer

JOB DESCRIPTION & PERSON SPECIFICATION

Hours	2.5 days per week - working pattern to be discussed
Salary	£14,430 per annum (£28,860 FTE)
Reports to	General Manager
Location	Landmark Arts Centre, Teddington
Contract	Permanent

About the Landmark

The Landmark Arts Centre is an independent arts centre and registered charity at the heart of Teddington. For over 30 years, the Landmark has brought people together through live performance, visual arts, creative learning, festivals and community activity, all within our distinctive Grade II* listed building.

We are a small team with big ambitions: to present high-quality work, champion creativity, welcome our community and create experiences that surprise and inspire.

About the role

The Landmark presents a growing and eclectic programme of live music, comedy, performance and special events. Our programme crosses genres and styles, from folk, rock, blues and jazz to classical, world music and contemporary artists, alongside comedy, circus, spoken word, theatre, family performance and multidisciplinary work.

We want to combine artists audiences know and love with opportunities to discover something new – creating events that surprise, inspire and bring people together.

The Live Events Producer will work closely with the General Manager to develop the Landmark's live programme, researching artists and opportunities and making programming recommendations. They will then take responsibility for much of the detailed administration required to turn those ideas into successful events.

Programme development

- Research and recommend a broad and eclectic range of live programming including music, comedy, spoken word, theatre, family and children's performance and multidisciplinary work.
- Identify opportunities across different musical genres and styles, from established performers to emerging talent.
- Build connections with other local venues to collaborate and work together.
- Seek out events that surprise and inspire audiences, alongside those with strong commercial potential.
- Work with the General Manager to develop the live programme up to 18 months ahead, balancing artistic ambition, audience development and financial viability.

- Seek programming particularly suited to the Landmark's distinctive building and spaces.
- Work closely with the Visual Arts Curator and Creative Learning Manager to coordinate the overall programme and diary and identify opportunities connecting different art forms and audiences.
- Identify opportunities for festivals, themed programmes, installations and special projects bringing together live performance, visual arts and creative learning.
- Explore relationships with regional and national artists, promoters, venues and cultural organisations, including touring and collaborative programming opportunities.
- Consider opportunities for community engagement and outreach around live events.

Event administration

- Maintain positive relationships with artists, agents, promoters and other industry contacts.
- Support negotiations and prepare booking information for approval by the General Manager.
- Prepare, issue and maintain contracts and ensure agreed terms are accurately recorded.
- Coordinate event advances, including technical and hospitality riders, timings, access requirements and artist information.
- Maintain accurate event files, schedules and records and share relevant information with Front of House, Facilities, Marketing and technical teams.
- Obtain biographies, images, video and other marketing assets and work with Marketing to support campaigns and monitor ticket sales.
- Prepare event sales reports, financial returns and artist/promoter settlements.
- Coordinate relevant invoices and payments with the General Manager and finance team.
- Complete PRS and other relevant music reporting.
- Coordinate technical staffing requirements where appropriate.
- Attend selected events where useful and support Landmark festivals and special projects as required.

Essential

- Excellent organisational and administrative skills, with strong attention to detail.
- Strong written and verbal communication skills and confidence building professional relationships.
- Comfortable working with contracts, spreadsheets and financial information.
- Enthusiasm for live performance and discovering new artists and ideas.
- Understanding of the balance between artistic ambition and commercial viability.
- Ability to work independently, prioritise a varied workload and learn new systems.
- A collaborative, flexible and practical approach.

Desirable

- Experience within an arts venue, theatre, music venue, festival, promoter or similar organisation.
- Experience of artist contracting, event advancing or settlements.
- Understanding of guarantees, splits and venue-hire arrangements.
- Knowledge of PRS, ticketing systems and live music reporting.
- Knowledge of the UK touring landscape and/or relationships with artists, agents and promoters.
- Ability to be present at events to build relationships.

Working as part of the Landmark team

The Landmark is a small, collaborative team and everyone – including the General Manager – contributes to the day-to-day running of the Centre. While each role has its own areas of responsibility, we're looking for people who are happy to muck in when needed.

That might mean welcoming visitors, answering a customer enquiry, booking a ticket, helping prepare a space, accepting a delivery or emptying the dishwasher. Providing a great experience for everyone who uses the Landmark is a shared responsibility.

How to apply

Please send your CV and a covering letter explaining your interest in the role and how your experience meets the requirements to recruitment@landmarkartscentre.org.

Closing date: 31 August 2026

Equality, diversity & inclusion

The Landmark Arts Centre is committed to equality, diversity and inclusion. We welcome applications from people of all backgrounds and will make reasonable adjustments throughout the recruitment process and in the workplace where required.