



## **Mothership HQ Ltd**

<b>Job Title:</b>	Arts & Culture Programmer
<b>Location:</b>	Head Office Based in Shoreditch, London
<b>Salary:</b>	Competitive
<b>Full/Part time:</b>	Full-Time
<b>Length of employment:</b>	Permanent
<b>Start Date:</b>	March 2017
<b>Closing date:</b>	15 <sup>th</sup> March 2017

### **About the company and who we are looking for to join our team**

Mothership HQ Limited is the ultimate parent company of the Mothership Group of companies which owns and operates bars, restaurants, nightclubs and produces innovative events in the buzzy and vibrant social scenes of London and Brighton. Presently comprising four venues and organizing 1500 events a year, the business plans rapid growth in the coming years. The group currently consists of The Book Club, Queen of Hoxton, Hoxton square bar & kitchen in London and Patterns, Brighton.

The company are seeking an experienced cultural programmer to manage the existing program of arts and culture events whilst bringing fresh strategic thinking, new events from external promoter contacts and development to the in-house umbrella brand of 'Thinking & Drinking' events.

Ideally you will have previous experience in event programming for multi-use venues or an arts institution having designed bespoke events from initial idea creation, budgeting, booking and production. At the very least, you should enjoy the buzz and challenges that come with working in a lively, sociable, multi-site entertainment venue business.

### **Job Description Overview**

As part of the Mothership Group Creative Team you would be expected to proactively lead on arts & cultural events, managing and developing a program of innovative and engaging events across the Mothership Group venues whilst seeking out new opportunities where we can showcase our events under the 'Thinking & Drinking' banner.

Collaborating with the programming and marketing team and PR managers you would be expected to input on creative brainstorming and assist on the creative direction of the company alongside the Creative Lead.

### **Key Responsibilities**

- To manage the creation, programming and promotion of Thinking & Drinking events for Mothership venues

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- To work with management and the PR team to ensure the events are profitable and/or PR worthy
- To seek out new promoters and partnerships whilst maintaining relationships with current promoters
- To meet with Mothership Venue management team regularly to discuss past/future events and any other business
- To advise and contribute towards creative brainstorming for Social Media content creation and growth for Mothership
- To develop, maintain and promote a creative program of events across Mothership, assist on the creative direction and programming features across Mothership
- To advise where needed on social media presence for Mothership venues including
- To assist the Creative Lead on creation and production of external events
- To feed into the Creative Team with ideas for future events and trends for Mothership and its venues
- To devise and assist/lead on production of seasonal and in house event production, including rooftop theming and events programming
- To support where needed the Mothership HQ intern

## **Essential experience**

- 12+ months' experience in a similar role
- Established arts and culture contacts
- Experience of event production
- Experience of managing event budgets
- Someone who loves going out in London and has an interest in discovering new events
- A strong understanding of the local/national and international cultural scene, spanning art, literature, science, current affairs, film, theatre and fashion.
- Highly organised and efficient, someone who is methodical with their work
- A creative thinker, someone who doesn't feel shy sharing ideas with the wider team
- A self-starter, one who isn't afraid of being given responsibility of working solely on a project when necessary

# MOTHERSHIP

## Desired experience

- Experience of working with press
- A working understanding and knowledge of lifestyle press and publications
- Strong experience of creating engaging social media posts and running community pages with engaged followings
- Basic-intermediate experience in PhotoShop, Mailchimp & project management tools.

**How to apply:** Please send a cover letter of no more than 200 words, outlining your relevant experience, to [dan@mothershipgroup.com](mailto:dan@mothershipgroup.com) (Creative Lead) together with your CV (no longer than 2 pages), with the subject heading '*Arts & Culture application*' no later than 15<sup>th</sup> March. Due to the high number of applications anticipated we will only be replying to candidates that make it to the next stage of the hiring process.