



# WEEKEND & EVENING PROGRAMME MANAGER

**JOB PACK**

[wacarts.co.uk/vacancies](https://wacarts.co.uk/vacancies)  
[recruitment@wacarts.co.uk](mailto:recruitment@wacarts.co.uk)

**Wac Arts**





Dear Applicant,

The Weekend & Evening Programme Manager manages the delivery of a high-quality programme of weekend and evening activities for Children, Young People and families at the Old Town Hall in Camden. They will be part of the creative team, contributing to the design of the arts programme.

For 47+ years, Wac Arts has provided a high-quality, affordable mixed Arts Programme for children & young people in and around Camden, enriching creativity from age 4, and playing a vital role in their artistic journey's. For 30+ years, we have also provided a dedicated activity for those with SEND. 1,100 children and young people participated in our programme last year alone. Our impact is rooted in strong relationships with participants and families. .

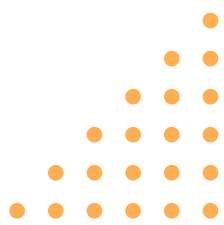
The role is initially offered on a full-time permanent basis and may require some weekend and evening work.

We would particularly keen to hear from candidates who are women, and from those who are currently under represented in the cultural sector, and could provide the team the diversity in thoughts, lived experiences and skillsets that match the diverse community Wac Arts serves across London.

This pack contains further information about Wac Arts and the role. If you would like to have an informal chat about this opportunity, or have any queries, please feel free to contact us on [recruitment@wacarts.co.uk](mailto:recruitment@wacarts.co.uk). I look forward to receiving your application.

Kind regards,

Bhuvan A Sharma  
CEO





## ABOUT THE ROLE

### KEY RESPONSIBILITIES

The following is an overview of the role. It is not an exhaustive list.

#### Programme Development

- Undertake annual planning to ensure term dates are set, rooms booked and prepared, and external venues are reserved for final performances.
- Be responsible for monitoring sales and having a dynamic approach to rescheduling classes and workshops accordingly, ensuring a financially sustainable program.
- Work closely with the Schools and Community Manager to ensure the arts programme is creatively consistent and aligned with the mission, vision and purpose of the organisation; managing the facilitator pool and its development through CPD activities.
- Monitor, audit and purchase all necessary equipment and resources for the programmes.
- Where needed, act as the Duty Manager and point of contact for parents, guardians and students during Wac Arts evening and weekend activities.
- Design and manage the annual Summer School.
- Work with the Marketing Team to maximize participation in activities and performances to meet all on-sale target dates. Work with the Admin Team to ensure clear and consistent communication with parents/guardians of participants, enrolment processes and complex bursary decisions.
- Ensure all BOPA and Performing Rights (where applicable) are in place.





## ABOUT THE ROLE

### Strategic & Organisational Development

- Oversee recruitment of Sessional Workers and Freelancers as per Wac Arts values.
- Provide feedback to tutors and assistants on their planning. Explore opportunities for delivery partners in underdeveloped area of the Weekend and Evening activities.
- In collaboration with marketing, create inclusive and accessible versions of all documents.
- Manage the budget planning and processes to deliver a financially sustainable programme
- Explore opportunities for youth orientated public performances and masterclass opportunities that are complementary to the weekend and evening programme.
- Update relevant policies and procedure documents relating to the Weekend and Evening Arts Programme.

### Partnerships & People Coordination

- Line manage Tutor Liaison, Associate Producer, Sessional Workers and Freelancers engaged as facilitators for the programme.
- Be responsible for timesheets for Sessional Workers and ensure Freelancers submit invoices in a timely manner inclusive of all legal requirements for finance.
- Organise cover for sessions and ensure consistency of standards when cover staff are delivering sessions.
- Ensure all new staff are provided with the correct training, orientation and documentation prior to their start date.
- Undertake onboarding participants on the Wac Nites activity.





## ABOUT THE ROLE

### Evaluation and Reporting

- Conduct regular observations of classes and manage the planning processes for tutors.
- Work with development team and be responsible for necessary reporting for specific funds such as the Jack Petchey awards and AQA UAS award schemes.
- Produce and manage the delivery of students showcases such as Christmas, Summer and Actors Company show (supported by Actors Company Producer).
- Conduct evaluation of the Programme activity according to Wac Arts evaluation framework and for the needs of other departments and funders.

### Safeguarding & Access

- Act as Designated Safeguarding Lead (appropriate training will be provided).
- Liaise with parents/guardians and carers to create and implement access care plans for participants with additional needs.
- Uphold the organisation's Safeguarding policies and procedures to ensure these are maintained to the relevant agency standards.

### General:

- Carry out administration relevant to the level of the role, attend meetings, contributing to the agenda and papers, and preparing accordingly.
- Ensure compliance with all Wac Arts policies and procedures, including safeguarding, health and safety and equality, diversity and inclusion.
- Contribute as part of management team to Wac Arts long term goals and objectives.





## ABOUT THE ROLE

### JOB DESCRIPTION

|                         |   |
|-------------------------|---|
| <b>Job Title:</b>       | Weekend & Evening Programme Manager   |
| <b>Salary:</b>          | £38,376 per annum   |
| <b>Contract:</b>        | Full-time   |
| <b>Hours:</b>           | 40 hours per week (including one-hour lunch break), including term time delivery at weekends, and across productions/events |
| <b>Report to:</b>       | Chief Executive   |
| <b>Responsible for:</b> | Tutor Liaison, Associate Producer, Sessional Workers and Freelancers engaged as facilitators for the programme              |
| <b>Location:</b>        | Wac Arts (Camden)   |





## ABOUT THE ROLE

### PERSON SPECIFICATION

Candidates must have a clear understanding of and commitment to the aims of the Charity. Candidates will ideally possess and be able to demonstrate all or most of the following:

#### DEMONSTRABLE KNOWLEDGE AND EXPERIENCE

- Experience in leading and delivering relevant creative activities for young people, including direct delivery as an artist/tutor within arts, education and/or community settings
- Knowledge of the barriers that exist for people accessing the arts and an understanding of inequality in the UK
- Experience of leading/managing high-quality programmes that are relevant to young people and align with education, training and employment
- Experience of monitoring and assuring quality in participatory arts programmes
- In-depth knowledge of safeguarding policy for children and young people and vulnerable adults and demonstrable experience of applying policy to practice
- Experience of setting and managing budgets





## ABOUT THE ROLE

### Essential Skills and Attributes

- Excellent organisational skills
- Excellent people skills with strong emotional intelligence and empathy, ability to nurture positive relationships with people from all backgrounds and at all levels within and beyond the organisation
- The ability to deliver to deadlines and manage competing priorities
- Ability to work collaboratively
- Strong communication skills – listening, speaking and writing
- Effective IT skills including MS Excel, Word (Microsoft 365)
- Ability to work well under pressure
- Problem solving
- Flexible and able to adapt to change
- Ability to create compelling content for digital marketing
- Interest and willingness in continuing professional development

### Desirable

- Knowledge and contacts across local youth and education settings
- Knowledge of design and delivery of participatory activities for neurodiverse young people and those with additional or complex needs

This role is subjected to an Enhanced DBS clearance.





## HOW TO APPLY

Wac Arts are committed to the equal treatment of all current and prospective employees, starting with our application process.

We have implemented an anonymised shortlisting process. All applications must be submitted via our [online application form](#). Your application will then be anonymised for the screening stage.

You are unable to save the application as you work, so we recommend you prepare answers to the questions in advance.

You can access a copy of the application questions from our [website](#). We also accept audio recordings (MP3 file) or a video application of up to 3-4 minutes (MP4). If you prefer to apply using one of these formats, please contact us at [recruitment@wacarts.co.uk](mailto:recruitment@wacarts.co.uk) for assistance.

**Application deadline:** End of day **Monday 29<sup>th</sup> June 2026**

**Please Note - Interviews:** *We will evaluate applications as they come in, and interview candidates on a rolling basis. We may offer the role prior to the closing date, reserving the right to close this advertisement early. We encourage interested individuals to submit their applications promptly.*

If you would like a version of this pack in an alternative format (e.g. large text), please feel free to contact us and we will do what we can to support your request.

Please call 020 7692 5800 or email [recruitment@wacarts.co.uk](mailto:recruitment@wacarts.co.uk) using the subject heading "Programme Manager"





## HOW TO APPLY

### EQUALITY

As an equal opportunities employer, Wac Arts is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy or maternity, race or ethnicity, religion or belief, gender identity, marriage or civil partnership.

We aspire to have a diverse and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join Wac Arts. We are looking for interest from people who reflect the diversity of London and the communities we serve.

At Wac Arts we strive to be a leader in diversity and inclusion. Reducing inequality is the cornerstone of our mission. It is vital that we understand the diversity of our own organisation accurately and at all levels.

As such, we would like to ask you to complete the optional form [here](#).

### DBS STATUS

The successful applicant will be required to undertake a Disclosure and Barring Service (DBS) Enhanced Disclosure and appointment to this post is subject to Wac Arts being in receipt of a satisfactory DBS Disclosure, under section 115 of the Police Act 1997. We will arrange this for the successful candidate.





## **MISSION**

Nurture children and young people's creativity through the arts.

## **VISION**

- An organisation that is nationally recognised for its expertise in providing accessible arts provision, and for playing a significant role in the creative journey of children and young people.
- An organisation for, by and with communities to engage, enhance and elevate youth arts.

## **PURPOSE**

To provide access to arts for children and young people, particularly those who are experiencing barriers to participation.

## **GOALS – 2024-27**

- Continue to provide an affordable arts programme for children and young people, irrespective of their background or abilities.
- Further develop the young company offering in place as part of the arts programme.
- Continue to provide Continuing Professional Development opportunities for teachers, young artist practitioners and those who engage with children and young people in the arts.
- As custodians, manage the upkeep of the Old Town Hall building as a community asset.
- Continually develop an organisational culture that promotes the charity's values and principles of inclusion, collaboration, and staff development.
- Be a financially resilient and sustainable organisation.