

the Albany



# Head of Programme and Engagement

Recruitment Pack



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From Creative Director / Co-CEO Vicki Amedume

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# WELCOME

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Thank you for your interest in becoming our new Head of Programme and Engagement.

The Albany consistently punches above its weight – we are adventurous and ambitious in trialling new ways of working, putting our faith in artists and young people, and delivering a high quality programme of events that Lewisham residents can enjoy on their doorstep.

We believe in the power of creativity to drive positive change - socially, culturally, and economically. As a civic and cultural hub, we're deeply embedded in our communities. Our work spans music, theatre, spoken word, circus and beyond, always shaped by the desires, imaginations and needs of people of Deptford and South East London.

We're looking for a bold, collaborative, and experienced leader to join the Albany as Head of Programme and Engagement. This senior role is central to the organisation, responsible for shaping and delivering an ambitious, inclusive programme of live performance and creative engagement that reflects and celebrates the diverse communities we serve.

You'll lead a committed team to deliver a dynamic, year-round mix of performance, co-created projects, and youth and community engagement. We're seeking someone with both a creative and entrepreneurial mindset - someone who can balance artistic ambition with sustainable, innovative approaches to income generation, partnership building, and audience development.

In this role, you'll play a vital part in strengthening our impact, reach, and resilience, ensuring our work remains rooted in and responsive to the communities at the heart of what we do.

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**Vicki Amedume**  
**Creative Director and Co-CEO**



# TERMS AND BENEFITS

## WHAT WE ARE OFFERING

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**Job title:**

Head of Programme and Engagement

**Salary:**

£47,500 per annum

**Contract:**

Full-time; permanent; flexible working negotiable;  
minimum of 50% office-based working

**Responsible to:**

Creative Director / Co-CEO

**Responsible for:**

Creative and Engagement Programme staff



We were shortlisted for the  
Art Explora Academie des  
Beaux Arts Award 2023

Championing new forms of  
audience engagement and  
participation in the arts.

**Key Contacts:**

Marketing and Communications,  
Business and Development,  
Finance, Deptford Lounge,  
Resident Organisations, FOH,  
Operations and Production team, CaffA

**Benefits include:**

- 25 holiday days per annum, plus bank holidays
- Complimentary tickets to Albany performances
- Albany CaffA discount
- Training and development opportunities
- Health and wellbeing support
- Hybrid and flexible working policy
- Access to interest-free season ticket loan and cycle scheme partnership.



# HOW TO APPLY

We are looking forward to receiving your CV and cover letter via our online platform, before the deadline of 10am, 14 May.



## Timelines

### Application deadline:

10am, Wednesday 14 May

### First interviews:

Wednesday 21 May, online

### Second interviews:

Monday 2 June, in person at the Albany

**“The Albany is a perfect example of a community space; a real hub of something for everyone”** Resident organisation

## Feedback

We will be in touch with all candidates regardless of whether you have been shortlisted or not, but the timing of this will depend on the current status of your application.

All applicants who attend an interview will be offered individual feedback. For those not selected for interview, we can provide, on request, a short summary of what we found that the strongest applications had in common, which we hope will help you with future job applications.

# OUR HIRING POLICY

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The Albany aims to encourage a culture where people can be themselves and be valued for their strengths. It's important to us that our team represents the same diversity of audiences and artists we welcome into our venues every day.

We have a dynamic and flexible internal culture that gives employees control over the way they work and supports wellbeing. We will be as flexible as we possibly can be when supporting staff to balance their work and their personal lives. We are keen to have a conversation to find practical solutions to accommodate candidates' own situations whilst meeting the needs of the organisation.

You may not have worked in a cultural organisation before, perhaps you have worked in music, events, in management & leading teams – these are all very transferable contexts. We are keen to hear from a diverse range of candidates from all backgrounds, drawing on different perspectives, experience and knowledge.

We particularly encourage people to apply who have lived experience of the Black and Global Majority communities we serve. The Albany will offer an interview to anyone who identifies as a person who is D/deaf or disabled who meets the essential criteria.

If you would like support to think about how your experience is transferable to this role; or would like to ask us practical questions about the organisation, role or the recruitment process, you can book a confidential conversation with our recruitment contact.

We believe in fair recruitment. We will ensure everyone who wants to be a part of the Albany has the resources and confidence to apply. Feel free to contact us online, over the phone or in person if you need further assistance, or require the recruitment pack or application in a different format.

**Recruitment contact:** Ceri Ellen Payne

☎ 020 8692 4446 ext.206

✉ [vacancies@thealbany.org.uk](mailto:vacancies@thealbany.org.uk)

# ABOUT THE ALBANY

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The Albany is an arts centre committed to representing the extraordinary creativity and diversity of Deptford, Lewisham and South East London. Each year over 60,000 people attend our events, ranging from music to theatre, spoken word and family performances; and take part in our award-winning participatory projects for young people and adults over 65.

Alongside four performance spaces, a bar, café, garden and coworking hub, we offer a range of low-cost rehearsal space, meeting rooms and offices for community and creative businesses. We aim to foster a welcoming and inclusive space where everyone is inspired to be creative, and where artists are supported and developed, in part through programmes such as our Associate Artists and Creative Communities schemes.

The Albany has 23 resident organisations, and manages and programmes Deptford Lounge on behalf of Lewisham Council. We are co-lead of the national Future Arts Centres network and lead partner of Fun Palaces.

The Albany was Lead Delivery Partner for We Are Lewisham, the Mayor's London Borough of Culture 2022, with over 400,000 audience members attending over 600 events throughout the year. Also in 2022, we were appointed as Lewisham's Arts & Culture Anchor Organisation, responsible for leading sector support initiatives, facilitating networking and amplifying the creative work happening in the borough.



The Rainbow Butterfly, part of the Spring 2025 season, credit Jodie Canwell



## OUR VISION

The Albany is the engine room for people to reach their creative potential, tell their stories and define their own culture.

Together we will inspire new possibilities for positive change.





# OUR VALUES

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## Open and welcoming

We foster an inclusive space, both physically and culturally, where anyone can feel welcome and heard.

## A home for ideas, creativity and action

Everyone has the potential to be creative. We believe that creativity can make real change for individuals and on urgent issues around social justice and the climate crisis.

## Committed to representing the extraordinary creativity and diversity of Deptford and Lewisham

We are deeply rooted in Lewisham and South East London. We advocate for its residents, representing the diversity of our borough and the voices of Black and Global Majority people.

## Responsive and Flexible

We're co-operative, willing to listen and adjust our approach according to the task in hand. We love seeing amorphous ideas become reality.

## A connector of people

We put our communities at the heart of any process. We share our knowledge to shape change and create something better for everyone.

## Adventurous and ambitious

We believe that a sense of adventure is essential to achieving our vision. While we are rigorous in our approach and celebrate our successes we're not afraid to try something new.

**"The Albany has had a real impact on my life. I've been given a lot of opportunities to grow and explore what I want to do as an artist."**

Youth programme participant

# CONTEXT OF THE ROLE

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Since our establishment in the 1970s we have been known as a pioneering home for radical community arts. From hosting Rock Against Racism gigs in the 70s and 80s, to producing groundbreaking work highlighting the climate emergency as part of London Borough of Culture; our commitment to involving our local community in creating work that matters to them spans decades.

In recent years, we have been exploring ways of shifting our model and opening up our processes to be even more democratic and non-hierarchical. Our 'Artists of Change' project (2020-21) piloted a new model asking artists and local people to work together to help us transform what we programme and how we are run. The results ranged from a festival exploring how the arts encourage us to care for each other; to performances celebrating Black British identities.

Our work in this area has been recognised internationally; shortlisted for the Calouste Gulbenkian and Art Explora awards in 2022 and 2023, with the Artists of Change model soon to be rolled out by organisations across Europe. It has also taught us that significant change is possible when those in control of resources hand over the keys.

Our new Creative Strategy consolidates all that we have learned, merging our creative and engagement work and making a long-term shift in our operations to further embed a community-led way of working. It involves continuing our Artist of Change project, working alongside a Community Council who have a voice in our programming, and offering Community Commissions to local individuals, community groups and grassroots organisations.

We are looking for a confident and experienced arts leader who can help drive forward our creative vision during a time of transition. You will have the scope to invigorate, enhance and build upon the Albany's legacy of co-creation; encourage collaborative and symbiotic working across teams; and deliver an impactful and high quality programme of live events that respond to the interests and needs of our local communities.



**[Read our Artistic Policy](#)**

**[Download our Impact Report](#)**



# Main Objectives

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## Programming and Production

- Support Senior Producer - Programme in the creation and management of live performance across Albany sites (inc. music, spoken word, comedy, theatre, circus, cabaret, outdoor arts or family programming) maximising earned income whilst maintaining a diverse high-quality offer.
- Develop relationships with key artists and companies, identifying new artists and potential collaborators for Albany programmes, and researching new strategic opportunities in the UK and abroad that align with our values and mission.
- Support Creative Director / Co-CEO in scoping and planning of major co-productions and collaborative projects.

## Engagement and Community Building

- Foster the Albany's role as a cultural incubator by supporting community-led and co-created projects, with a focus on collaboration across artists, local communities, and young people. In particular working with current programmes such as Meet Me At, Come as You Are and Rezon8.
- Oversee the design, structure and management of all engagement programmes.
- Supporting the Senior Producer - Engagement and Participation and Meet Me Producer ensuring a dynamic and innovative year-round programme for children and families, young people and older adults.
- Support the development new programmes and projects emerging from the Creative strategy with the aim to deepen engagement with the communities in Deptford and Lewisham.

- Identify and forge new relationships with community groups, charities, and other organisations, understanding their needs and identifying opportunities for the Albany to work with them in meaningful and mutually beneficial ways.
- Lead on the Albany's partnerships with schools and educational institutions; working closely with existing partners and networks and developing new relationships to build on the Albany's offer for schools based creative learning.
- Maintain existing relationships with community partners and residents.
- Support programming and planning of AGM and wider public consultation meetings.

## Stakeholder Relations

- Support Creative Director / Co-CEO to develop and maintain connections, networks and strategic partnerships across sectors locally, regionally, nationally and internationally to maximise opportunities and resources and in line with strategy.

- Lead on recruitment, coordination and management of our community council and support their involvement in shaping the Albany's creative offer.
- Lead development of forums, networking events, community roundtables and community stakeholder consultations to ensure that our strategic goals reflect the diverse needs of the communities we serve.

## Communications

- Work with the Head of Marketing and Communications to implement audience development initiatives, and to ensure the effective marketing of all programmes.
- Contribute to the delivery of the Albany's communications strategies ensuring a high profile for the organisation's work at all levels, representing the Albany at meetings, conferences, and public forums, advocating for the organisation's role in community arts.

**"The Albany holds community at its heart and the warm, welcoming atmosphere extends to everyone."**

Visiting company feedback



## Resource Development and Budgeting

- Identify funding opportunities and write or contribute to applications for various programmes and initiatives.
- Develop fundraising plans in conjunction with the Creative Director/Co-CEO, Deputy CEO, Business Development Team and partners, actively supporting fundraising activity and leading on bids as required.
- Take a creative, commercial and entrepreneurial approach to income generation.
- Work with Creative Director/Co-CEO, Deputy CEO, Business Development Team to increase revenue from new and existing income strands including ticket sales, school holiday provision, commercial programming and other earned/commercial income, new contracts, public funds, co-productions, and philanthropic giving.
- Manage programme budgets to ensure resources are allocated effectively and in line with organisational goals.

## Operational Leadership

- Oversee all operational aspects of creative and engagement programmes, from contract negotiation to logistics and internal coordination with teams like Marketing, Production, and Visitor Services.
- Lead on regular review of processes relating to delivery of engagement and public programmes; maintaining smooth running, efficiency and cost effectiveness.
- Ensure effective administrative systems are in place, up to date and managed within organisational and legal requirements.
- Act as Safeguarding lead for the Albany's programmes, ensuring policies and procedures are kept up to date and suitable for the growing needs of the work.
- Develop and maintain monitoring and evaluation systems to assess impact, collating data and delivering reports to funders and stakeholders.

- Lead and support the recruitment, training, and management of staff, fostering a motivated, effective and dynamic team.
- Support the shaping and sustaining of a welcoming and inclusive culture across the organisation and all its functions for all its audiences, as well as wellbeing for staff and artists.
- Work actively as part of the Senior Management Team and contribute to organisational management and strategic planning.

## REVIEW ARRANGEMENT

The Albany is a fast-developing organisation, and it is to be expected that this post may change and evolve over time. Changes to the role will be subject to periodic review in consultation with the post holder.



Meet Me... at the Albany, credit Ines Yearwood-Sanchez



# PERSON SPECIFICATION

## WHAT WE ARE LOOKING FOR

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### Essential:

Minimum five years' experience in arts management with responsibility for budgeting, and team leadership.

Proven expertise in at least one of the following areas: working with young people, working with older people and/or adult participation, co-creation and engagement with local communities.

Multi-disciplinary experience as an arts producer - with a good working knowledge of a range of art forms that could include music, theatre, family programming, spoken word, circus, cabaret, outdoor arts.

Experience of programming in a venue, demonstrating an entrepreneurial approach in maximising earned income.

Experience with arts funding systems and a track record in fundraising.

Experience of putting safeguarding policies and agendas into practice.

Strong project management and organisational skills, with experience of managing multiple and complex budgets.

Experience in marketing and audience development, for both performance programmes and engagement initiatives.

Excellent communication skills, and the ability to work with people from all backgrounds and at all levels showing sound judgement, sensitivity and discretion.

An enthusiasm for, and understanding of, the ethos and objectives of the Albany with a passion for the arts and their potential for delivering social change.

The flexibility to adapt to different and fast changing environments, whilst maintaining focus on core organisational strategy and key outcomes.

## Desirable:

Lived experience and understanding of the challenges facing local Global Majority communities.

Experience of creating and managing multi sector partnerships.

**We're looking forward to hearing from you.**

**We welcome feedback about how you found your recruitment journey with us - you can contact us at: [vacancies@thealbany.org.uk](mailto:vacancies@thealbany.org.uk).**

**"The Albany is a space where creativity isn't rushed but allowed to evolve, where the process is just as important as the end result."**

Associate Artist







Climate Home, 2022, credit Ines Yearwood-Sanchez



the Albany



The Albany, Douglas Way, SE8 4AG  
The Albany is a registered charity number 1112521  
    @TheAlbanySE8 | [www.thealbany.org.uk](http://www.thealbany.org.uk)

phf Paul Hamlyn  
Foundation



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