

# TRINITY COMMUNITY ARTS

## MUSIC PROGRAMME COORDINATOR



# RECRUITMENT INFORMATION

Thank you for your interest in the role of **Music Programme Coordinator Maternity Cover**.

Enclosed within this application pack you will find:

- Information about Trinity Community Arts
- Job description
- Person specification
- Trinity Recruitment Policy

## HOW TO APPLY

To apply, please download/complete an online application form by visiting [here](#) and Equal Opportunities form [here](#)

*(we are aware this has the incorrect job roles. Please select CYP Manager in this instance).*

Please email to [info@trinitybristol.org.uk](mailto:info@trinitybristol.org.uk) with "Music Programme Coordinator - Maternity Cover" in the subject line.

**Please note we do not accept CV applications.**

## CLOSING DATE

**Closing date is Thursday 4th June. Interview process will be held week commencing 8th June.** This job advertisement will remain active for three weeks as we are keen to appoint someone ASAP.

The ideal candidate would begin week commencing 6th July

If you encounter any accessibility challenges that hinder your ability to apply, within the stipulated timeframe, please contact us at [info@trinitybristol.org.uk](mailto:info@trinitybristol.org.uk).

The applicant shortlisting process will not commence until after the application deadline. As part of the evaluating process, we will score applicants anonymously and against the specified job requirements.

Interviews will be conducted with a select panel to ensure fairness and interview questions will be shared in advance of the interview.

If you encounter any accessibility challenges that affects your ability to apply within the stipulated timeframe and/or require any additional support to complete your application, please contact us at [info@trinitybristol.org.uk](mailto:info@trinitybristol.org.uk).

We are committed to understanding your circumstances and providing the necessary support to facilitate your application process.

# ABOUT TRINITY

Trinity is one of Bristol's leading cultural institutions, committed to making the arts accessible to all. Through a diverse range of events, workshops, and community-led initiatives, we foster creativity, inclusion, and engagement.

We provide a progressive programme of arts and cultural events, social activities, and projects, giving people space to come together, create, connect, learn, share and celebrate.

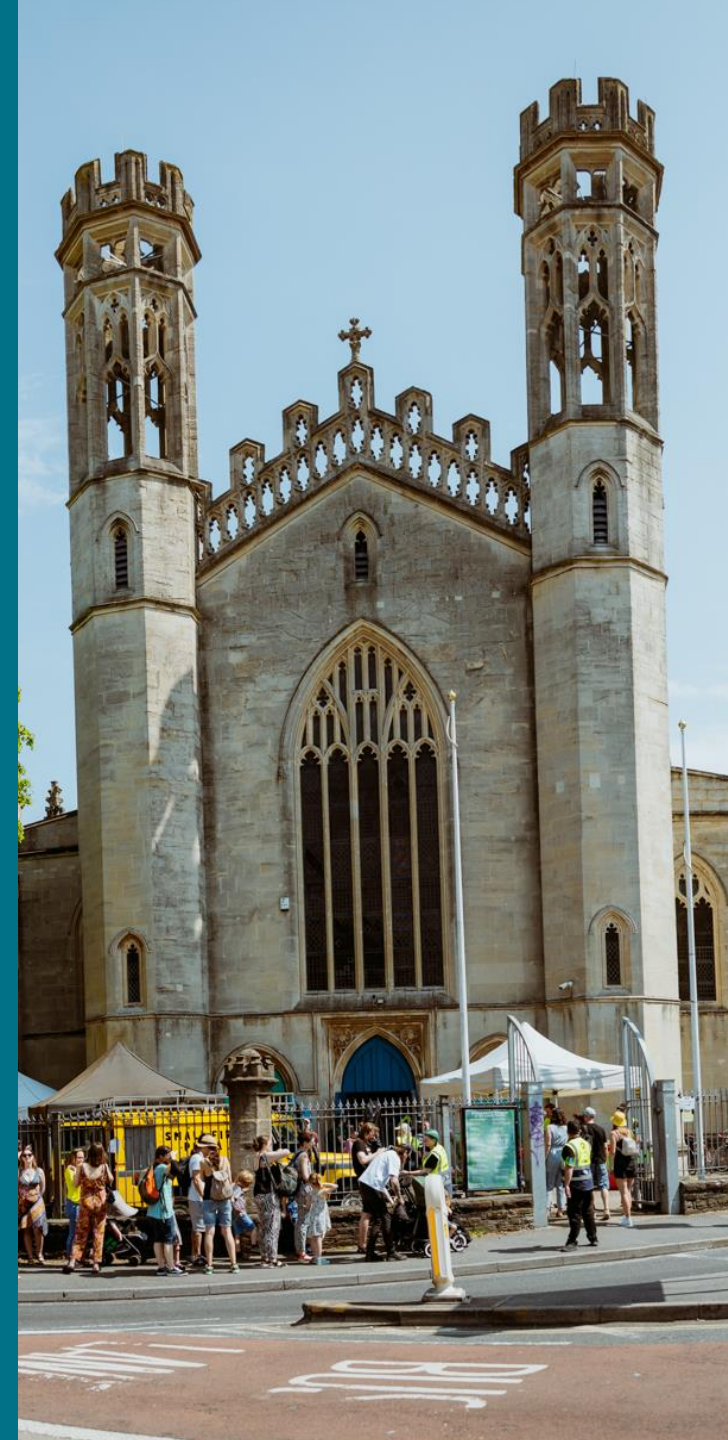
The Trinity Centre is a much-loved historic landmark. This cultural hub for East Bristol is one of the city's few remaining independent, live music venues, and is used by over 70,000 people each year.

People living near Trinity lead rich cultural lives, with diverse tastes and a strong appetite for a variety of creative opportunities. That's why we keep our definition of arts and culture broad and our framework flexible, ensuring we can support and celebrate creativity in all its form

The Centre's colourful history has embedded it firmly in the hearts and minds of generations of Bristolians. Our shared heritage is a powerful source of social capital, enabling people from different backgrounds to build commonality and a sense of shared pride.

Working with over 200 partners annually, we provide a programme of contemporary, participatory, socially engaged arts, engaging 70,000+ people across over 1,000 events and cultural experiences.

Our position, track record and approach mean we are uniquely placed to empower communities through arts; improving individual well-being, building communities and enhancing society in pursuit of our vision: creative expression for all.



# OUR VISION & MISSION

**Trinity's vision** is for everyone to have the opportunity to access and shape arts and culture because we believe art improves individual well-being, empowers communities, and enhances society.

**Our mission** is to empower communities through the arts. We do this through providing a diverse programme of arts, heritage and cultural projects, activities and events.



Trinity brings people together through a bold, progressive programme of live music and creative activity. Our iconic home - the Trinity Centre, a Grade II\* listed former church - is one of Bristol's most distinctive venues, known for its unique atmosphere and deep roots in the city's music culture.

We are looking for a Music Programme Coordinator to join our Music team during a period of maternity cover. This is a chance to play a key role in delivering an electric programme of live music and club events in a space unlike any other - from grassroots gigs to high-energy club nights.

Working closely with promoters, artists and partners, you'll help bring ambitious events to life in a venue that audiences and performers genuinely care about. You'll be part of a fast-paced, creative environment where no two nights are the same, and where attention to detail and strong relationships make all the difference.

We're looking for someone who is highly organised, confident in busy, customer-facing venue environments, and driven by a real passion for live music and the culture that surrounds it.



# JOB DESCRIPTION

**Contract type:** Fixed Term (10 months)

**Job Title:** Music Programme Coordinator (Maternity Cover)

**Responsible to:** Director of Culture

**Hours:** Full-time or part time (min 30hrs per week)

**Rate of Pay:** £27,300 - £30,225 (depending on experience)

**Annual Leave:** The holiday year runs from April to March.

Full-time employees of Trinity are entitled to 21 days paid annual leave plus bank holidays, based on 37.5hrs/5-day working week.

Entitlement will be calculated on a proportional basis in accordance with your hours and duration of contract.

## What you'll be doing:

- Act as first point of contact for live music and club hire enquiries, providing clear information on rates, availability, venue specifications and suppliers.
- Build and maintain strong relationships with promoters, agents and bookers, supporting the Trinity Presents programme with the Director of Culture.
- Manage bookings and delivery by coordinating diaries, liaising with freelancers and suppliers, and acting as main contact on event days.
- Ensure events are ticketed, marketed and administered correctly, with accurate records, invoicing maintained and appropriate debtor follow-up.
- Support marketing campaigns, venue partnerships and brand representation, while contributing to daily operations and working flexibly, including evenings and weekends. In line with organisational policies values.

## Who we're looking for:

- Experience working in live music, events, or venue environments, with confidence liaising with promoters, artists and partners
- Comfortable working in customer-facing roles
- Desirable experience coordinating live music or club events, using ticketing systems, and working in arts or community organisations
- Highly organised with strong administrative skills and attention to detail
- Clear communicator, confident problem-solver, adaptable, values-driven, and willing to learn across a varied workload

# KEY RESPONSIBILITIES

## Programming & Promoter Liaison

- Act as the first point of contact for live music and club hire enquiries, responding promptly and professionally
- Provide potential and confirmed hirers with accurate information including rates, availability, venue specifications, tours, and supplier details
- Develop and maintain strong relationships with promoters, agents, and bookers to secure repeat business and new bookings
- Work closely with the Director of Culture on the Trinity Presents live and club programme

## Event Coordination & Operations

- Proactively manage the bookings diary alongside the wider Events team to ensure effective use of spaces and achievement of annual targets
- Act as main point of contact for promoters and representatives on event days, with appropriate post-event follow-up
- Support event set-up and handover, ensuring Duty Managers are fully briefed to deliver events successfully
- Liaise with freelancers, contractors, and suppliers as required, working closely with the Music Production Coordinator

## Administration & Finance

- Ensure all events are correctly ticketed and listed in line with Trinity brand guidelines

- Maintain accurate records and ensure invoicing is up to date
- Chase outstanding debtors as required, escalating concerns to the Finance Team where appropriate

## Marketing & Development

- Produce content and communications to amplify Trinity's brand - highlighting upcoming shows that celebrate the heritage of the building and identify of our work
- Work with the Marketing team to support promotional campaigns for both external hires and in-house programming
- Contribute to developing venue hire opportunities and partnerships through positive relationship management and word-of-mouth promotion
- Act as a brand ambassador, delivering high standards of customer service at all times

## Professional Responsibilities

- Support the day-to-day running of the venue, including occasional reception cover
- Carry out administrative duties associated with the role
- Work flexibly, including evenings and weekends
- Undertake any additional duties reasonably required by the Director of Culture
- Work in accordance with Trinity policies, including health & safety, safeguarding, and diversity, equity & inclusion

# PERSON SPECIFICATION: what we are looking for

## Essential

- Experience working in live music, events, or a venue environment
- Experience liaising with promoters, artists, or event partners
- Confidence working in customer-facing roles

## Desirable

- Experience coordinating live music or club events
- Familiarity with ticketing systems and event administration
- Experience working in community or arts organisations

## Skills & Attributes

- Strong organisational and administrative skills with excellent attention to detail
- Clear written and verbal communication skills
- Confident problem-solver able to work independently to agreed priorities
- Comfortable working in a fast-paced, changing environment
- Commitment to Trinity Community Arts' values and objectives
- Willingness to learn and adapt across a varied workload



*\*Please note if you do not hit all of what we are looking for, please still apply*

# FURTHER INFORMATION

## Additional duties

It is in the nature of the work required that the tasks and responsibilities of the role will in many circumstances be unpredictable and varied. The position will therefore also be expected to undertake any other duties and/or responsibilities in connection with the organisation's direction of travel and operational activity, as directed, and which will not be covered in the job description.

These additional duties will normally be compatible with regular tasks and duties. If the additional responsibility or task becomes a regular or frequent part of the job, it will be included in the Job Description.

## DBS Check

A basic check with the Disclosure and Barring Service (DBS) is required for this post, in line with our Safeguarding Policy.



## Commitment to Equal Opportunities

Trinity is an Equal Opportunities employer and actively encourages applications from all backgrounds and communities. We recommended reading the job description and person specification thoroughly and describing exactly how you meet the requirements, as this is the basis on which candidates will be shortlisted for interview.

We make every effort to eliminate discrimination, direct and indirect, from our recruitment and selection process. Where applicable, reasonable adjustments will be made at each stage of the recruitment and selection process to reduce potential barriers faced by applicants and to give equal access to employment opportunities.

If you need this application pack in a different format, would like to submit your application to us in a different way (e.g., by video or sound file), or if you require any reasonable adjustments to the recruitment and selection process, please contact us via email at [info@trinitybristol.org.uk](mailto:info@trinitybristol.org.uk) or via telephone on 0117 935 1200.

## Feedback

Due to the volume of applications, we may not be able to contact everyone individually. If you have not heard from us by Friday 12th June 2026, please assume your application has been unsuccessful.

The most likely reason for not short-listing is that other candidates matched person specification more closely.

We are committed to providing detailed feedback to candidates unsuccessful at the interview stage.

If you have questions, or would like an informal chat about the role, please get in touch. We look forward to receiving your completed application and thank you for your interest in the role.



# TRINITY:



Photo credits: Alastair Brookes

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