

Saffron Hall



Recruitment Pack Programme Coordinator



About Saffron Music Trust (SMT)

Saffron Music Trust (formerly Saffron Hall Trust) is a music and education charity working across Essex, bringing outstanding artists into schools and communities, supporting local music-making and presenting high-quality live music across the county. Our Associate Artists are The Sixteen, The London Philharmonic Orchestra, Aurora Orchestra, Orchestra of the Age of Enlightenment, Britten Sinfonia and Jess Gillam.

We are based at, and manage, Saffron Hall, one of the UK's leading concert venues, renowned for its exceptional acoustics, inspiring programme and warm welcome. Each year we present an outstanding programme of world-class classical music alongside jazz, folk, contemporary music, comedy, talks and community events, welcoming internationally acclaimed artists and thousands of visitors from across the region and beyond. Saffron Hall is part of Saffron Walden County High School, an innovative and inspiring partnership between culture and education.

Saffron Hall has shown what can happen when world-class artists are embedded in schools and community work. Now, through Saffron Music Trust, we are taking that ambition across Essex – creating opportunities to be inspired by, experience and participate in music, and bring more live music to more people, in more places. In our first year out of the concert hall, over 3,000 Harlow residents enjoyed Sunday Night at the Musicals at their new bandstand; folk fans in Brentwood attended a folk club in their town for the first time in years and from Clacton to Southend over 2,000 primary school children from 27 schools experienced our in-theatre concerts, while 38 in-school workshops reached an estimated 4,000 more, and this is just the start.

We are looking for an organised, proactive, and passionate Programme Coordinator to join our friendly team. This is a varied role at the core of our artistic planning team. You will support the programming of world-class concerts at Saffron Hall and across the region, manage hall rentals, support the Chief Executive and act as a key point of contact both internally and externally to ensure the smooth delivery of events. If you thrive in a fast-paced environment, take pride in meticulous planning and communication, and want to help bring an outstanding, varied programme of live music to audiences across Essex, we would love to hear from you.

Full Job Details

Saffron Hall Recruitment

Position:	Programme Coordinator
Department:	Programme
Location:	Office: Saffron Walden & occasional locations across Essex
Reporting to:	Programme Manager
Position Type:	Full time, permanent
Hours:	40 hours per week, evening and weekend working as required
Salary:	£27,500 per annum
Holiday:	28 days a year, plus bank holidays
Terms:	A full time, permanent contract is offered. We are open to applications proposing flexible working arrangements within the scope of the role. Following a six-month probation, the notice on each side will be 2 months. There are generous sickness-pay conditions and a pension scheme applicable to your employment.
Deadline for application:	Friday 6 th November 2026
DBS Checking:	This appointment might be subject to an enhanced Disclosure and Barring Service check. Saffron Music Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
HR Contact:	Applications accepted by email only: Subject Line: Programme Coordinator HR@saffronhall.com.

Programme Coordinator

Job Purpose:

To work alongside the Programme Manager and Chief Executive to programme our series of world-class performances, and community projects. You will be a key point of contact between the programme department and internal and external stakeholders, providing vital administrative support to ensure our ambitious activity across the venue and Essex is seamlessly coordinated.

Principal Accountabilities:

- 1. Assist the Programme Manager and Chief Executive with all aspects of programming Saffron Hall and Saffron Music Trust's activity including Own Promotion concerts, Rentals and Learning and Participation events and be a key point of contact for the department with internal and external stakeholders.**
 - Work with the programme manager to manage artist bookings and requests for dates
 - Draw up and issue contracts for all Saffron Music Trust events.
 - Ensure meticulous logging of date and programme information into online systems
 - Oversee the booking process for hires and recordings and work with Programme Manager to proactively fill available dates in the hall.
 - Work with the programme manager to utilize all possible opportunities for the integration of the schools and community programme with the public programme.
- 2. Be the main contact between the Programme department and other internal departments to ensure the smooth running of events.**
 - Work with the marketing department to ensure all events are appropriately and accurately billed and marketed.
 - Assist the marketing department with accurate information for publicity material and box office.
 - Manage tickets for the programme department, including artists tickets.
 - Liaise with the fundraising department to ensure accurate information and updates are given for sponsors and supporters.
 - Work with the finance department to assist in the management of budgets and invoices.

Programme Coordinator

Principal Accountabilities (cont):

3. Working with the programme manager, represent the programme department at meetings and events

- Attend meetings with artists, hirers and community stakeholders to support or represent the programme manager
- Attend events at Saffron Hall and around Essex to represent the programme department and support the production team.

4. Assist the Chief Executive with general administration.

- Schedule meetings and update diary
- Assist with travel and hotel arrangements.
- Administrative support for board meetings

5. Assist with general office management and administration.

- Answering phones and taking ticket bookings
- Managing meetings and occasionally taking minutes

6. Undertake all other duties and responsibilities commensurate with the role and level of this job as may be instructed by a manager.



Programme Coordinator

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Qualifications:

Desirable

- Music degree or equivalent

Skills:

Essential

- Excellent knowledge of, and interest in music (classical and contemporary)
- Excellent communication skills (face-to-face, phone and email)
- Good interpersonal and team working skills
- Excellent attention to detail, combined with first-class organisation and time management skills
- Ability to remain flexible and proactive under pressure, demonstrating persistence, reliability and resilience.

Desirable

- Good IT skills (Word, Excel, Google Docs)

Experience:

Essential

- Experience of organising concerts and events.

Desirable

- Experience working in an arts organization.

Other Relevant Information

- Weekend and evening work will be required as appropriate to the concert schedule, so being available during these times, and having a flexible approach to short-term and unexpected working is critical
- Holding a current UK driving license and own transport is a prerequisite for this position, occasional driving will be required

How to apply:

To apply, please send a CV and covering letter addressing how your experience matches the role and personal specification to hr@saffronhall.com. The cover letter should be no more than one side of A4.

If you need any changes to our application process or would like to apply in a short video, or another format, we would be happy to support you and accommodate this.

If you would like an informal confidential conversation about this job, please contact imogen.poole@saffronhall.com.

Saffron Music Trust is an equal opportunities employer. We recruit regardless of race, religion, gender, sexual orientation, age, neurodivergence, or disability status and look to employ from a wide range of backgrounds and experiences. We want to make it possible for everyone to shine during the application process, so if there are any other changes, we could make to accommodate you, please let us know. The deadline for applications is **6th November 2026**.



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