

HIDEOUT

Program Director Job Description

Overview

The Program Director curates performances at the Hideout. At the Hideout we celebrate all voices and backgrounds and that should be reflected in the booking and promotion of the venue. The Hideout is a progressive and artist-centered venue for a niche market. The venue prides itself on community and therefore it puts as much importance on local acts as it does national headliners. Beyond booking, the Program Director makes sure that everything from artist relations, promotion, customer service, and production are of the highest quality, reflecting the venue's values. Must be resourceful, innovative, organized, self-disciplined, creative and forward thinking. Candidate MUST possess strong communication and organizational skills and a positive attitude, passion for music/comedy, and diversity in taste for the arts and entertainment while maintaining a superior level of service to the venue, owners, artists, and fans.

Mandatory Requirements

- 1-2 years of talent buying experience with live music entertainment booking
- Knowledge of Chicago's music and art scene

Booking

With 27 years of history, the Hideout's patrons expect a high quality of performers. The Hideout is mostly driven by independent performers making original programs. This extends to an accountability to have programming that is equitable and representative of the city and the Hideout's community.

- Discerning and intimate knowledge of entry and mid-level local & national acts across various genres of music and comedy
- Keep and maintain relationship with agents, promoters, and producers nationally and locally
- Negotiate and execute contracts
- Create and analyze event budgets
- Create and maintain a holds calendar as well as an accurate calendar of the space's use at any moment.

Payment and Bookkeeping

One of the most important things about the job is to make sure performers and shows are paid out in a timely and proper manner, and that these payments are recorded accurately and fully. Creating systems for accurate payouts and tax responsibility.

- Keep accurate sheets for each event that are clear for both Hideout's management and performers
- Account for each month's shows and provide analysis of the shows
- Collect proper tax documentation from performers and properly account for their income to the IRS

Management

A talent buyer is responsible for overseeing some employees at the Hideout; specifically door staff, production assistant and marketing assistant. Though there is a production assistant, they are under your supervision, and must communicate directly with you. Having knowledge of what is working and not working in the performance space and at the door is key to maintaining a level of quality control at the Hideout.

- Keep a fully staffed rotation of door and production staff
- Oversee house management, production, and door staff
- Create onboarding and training for door staff
- Solicit door staff availability and schedule door staff
- Work in partnership with Venue Manager about shift schedules depending on the specific show.
- Have completed show schedule for the month out on the 15th of the month prior

- Door staff has their availability submitted by 20th of the month and Program Director has the door scheduled posted by the 25th of the month.
- Twice a week the Program Director works until “close” so Hideout always as a manager on duty during working hours. One “weekday” and either Friday OR Saturday. Venue Manager and Program Director together decide which closing days per week.

Production & Hospitality

After a show is booked, communicating with the production assistant is key for advancing shows. Performers should have clear expectations for how much time they will have in the space and where they should be at any given moment. This means making sure that the Hideout is represented as a good host, and is professional and punctual.

- Advance with bands and production assistant at least two weeks out from event
- Accurately keep track of the schedule at the Hideout and keep shows running on time
- It is your job to make sure that shows begin and end on time.
- Manage the floor during any show that is expected to be at or near capacity

Promotion

The Hideout brand and the shows are fully represented by this position. Because the booking is at the heart of the Hideout brand, it is your responsibility to fully communicate how shows should be promoted, and often times, be solely responsible for making sure that the venue and the performances at the venue are well communicated to our customers.

- Have familiarity with email marketing and send weekly newsletters as well as segmented emails to potential customers through Hive
- Maintain socials, make sure art and copy is up to date and professional
- Create monthly calendars
- Make sure posters and fliers are distributed around the city in a timely manner
- Create and maintain press contacts
- Solicit press and make press releases for special events and venue announcements

Inclusion, Diversity, and Equal Opportunity

- The Hideout is committed to fostering a diverse and inclusive work environment. We strive to maintain a culture that celebrates the strengths of every team member. We engage in ongoing efforts to foster a culture of mutual respect for employees from all backgrounds, perspectives, and abilities. We advance equal opportunity without discrimination on the basis of race, color, ethnicity, ancestry, national origin, citizenship status, work authorization status, sex, pregnancy, gender identity or expression, ability, religion, sexual orientation, age, veteran status, marital status, parental status, order of protection status, source of income, or credit history.
-
- If you would like to request a reasonable accommodation during the application or hiring process, please contact Matt at manager@hideoutchicago.com [email] or 773-227-4433.