

# RAMADAN TENT PROJECT

**Role:** Programmes and Visitor Experience Manager

**Reporting to:** CEO

**Responsible for:** Contractors, Freelancers, Hosts, Speakers, Programmes Assistant, Producers

**Salary:** £30K-£35K per annum (dependent on experience)

**Contract Type:** Full-time, permanent (40 hours per week)

**Start date:** July 2025 or as soon as ideal candidate is selected

**Location:** Remote and in person co-working day, on-site at all RTP events and meetings when required

**Deadline:** 11:59pm, Friday 27 June 2025. Applications and interviews accepted on a rolling basis

## Purpose and Key Responsibilities:

Are you passionate about curating unforgettable experiences that bring people together, spark meaningful conversations, and celebrate community through culture?

At Ramadan Tent Project, we believe in the power of storytelling, shared spaces, and inclusive programming to build bridges and foster belonging. As our **Programmes and Visitor Experience Manager**, you'll be the creative force behind our annual Ramadan Festival and year-round events—designing, leading, and delivering programmes that inspire, engage, and uplift.

This is a unique opportunity to shape the cultural and experiential heart of RTP. You'll work closely with the CEO and Senior Leadership Team to craft a compelling programming and visitor experience strategy that reflects our mission and values. From curating thought-provoking talks and immersive experiences to ensuring every guest feels welcomed and valued, your work will be central to how people connect with RTP.

You'll lead with vision, creativity, and care—managing everything from programme design and stakeholder engagement to visitor feedback and impact reporting. If you're a strategic thinker with a flair for cultural programming and a deep commitment to community engagement, we'd love to hear from you.

## What You'll Do

- Lead the delivery of the Ramadan Festival programme, ensuring alignment with RTP's strategic goals and impact targets.
- Manage the full administration and programming of all Ramadan Festival events.
- Design and develop programming across all RTP events (including those outside Ramadan), including themes, timings, speakers, and partners.
- Champion the visitor experience strategy, ensuring every guest interaction is meaningful, inclusive, and memorable.
- Collaborate with the CEO to grow our programming portfolio and deepen outreach with partners and communities.
- Support the CEO in identifying and completing funding applications to sustain and expand our work.
- Liaise with speakers, venues, and sponsors to ensure smooth coordination and high-quality delivery.
- Work closely with hosts to prepare running orders and scripts in advance of events.
- Collect and analyse visitor feedback and survey data to inform future programming and enhance the overall experience.
- Collaborate across all RTP teams to support programme delivery, resolve challenges, and share ideas.
- Lead the development and implementation of plans to improve programming and visitor engagement across all RTP events.

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- Contribute to post-event reporting, including holistic Ramadan Festival reports and impact reports for grants and stakeholders.
- Ensure all national RTP activities align with the charity's strategic aims and objectives.

## **Essential Experience, Knowledge, Skills & Abilities Required**

We're looking for a creative visionary and strategic thinker—someone who brings both heart and expertise to the table. You'll be a natural collaborator, a confident communicator, and a passionate advocate for inclusive, impactful programming.

To excel in this role, you'll bring:

- A minimum of 5 years' experience in a similar leadership role, with a strong track record in programming, curation, and visitor engagement.
- Exceptional organisational and leadership skills—you know how to bring big ideas to life and lead teams with clarity and care.
- Excellent verbal and written communication skills, with the ability to engage diverse audiences and stakeholders.
- Proven experience designing and delivering large-scale events and festivals, from concept to execution.
- Deep knowledge of the arts, culture, and visitor economy sectors, with a passion for creating meaningful, community-driven experiences.
- Strong project management skills and the ability to work cross-functionally within a collaborative team environment.
- Confidence in managing budgets, with experience setting and overseeing annual programme expenditure.
- Proficiency in Office 365 and digital tools that support planning, communication, and reporting.
- The ability to stay calm under pressure, meet tight deadlines, and adapt quickly to changing needs.
- Excellent command of English (additional languages are a plus and warmly welcomed)

**To apply, send a copy of your CV and cover letter to [info@ramadantentproject.com](mailto:info@ramadantentproject.com).  
The email subject should be your full name and the role you are applying for (e.g. Sarah Ali, Programmes and Visitor Experience Manager)**

**Please note:**

- **We are unable to consider your application without both a CV and cover letter**
- **Interviews will take place on a rolling basis**
- **Applications will close at 11:59pm on Friday 27 June 2025, applications received after this time may not be considered**
- **Should you have any questions, please write to [info@ramadantentproject.com](mailto:info@ramadantentproject.com) with Query: the role you are interested in (e.g. Query: Programmes and Visitor Experience Manager)**