

<b>Title</b>	Executive Producer (Maternity Cover)
<b>Hours</b>	Part-time 21 Hours (3 days) per week
<b>Salary</b>	£34,000 pro-rata
<b>Terms</b>	Fixed term 14-month contract, subject to 3-month probationary review
<b>Annual Leave</b>	30 Days pro-rata (including Bank Holidays)
<b>Overtime</b>	Overtime will not be paid, however time off in lieu (TOIL) will be granted
<b>Location</b>	Manchester Jazz Festival, 151 Deansgate, Manchester M3 3WD (various offsite locations during festival time May)
<b>Reports to</b>	Board of Trustees
<b>Line Manager</b>	Chair of the Board
<b>Responsible for</b>	mjf core team, partners, freelance staff, suppliers and volunteers
<b>Works with</b>	Artistic Director, Communications Director, Director of Development & Operations, Board of Trustees, Stakeholders

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## Job Description

### Purpose of the job

This is a maternity cover post for a fixed term; during which mjf will celebrate its 25<sup>th</sup> Anniversary in May 2020. The role requires the delivery of an existing Business Plan, with some scope for contribution to special anniversary projects still to be defined.

The role of Executive Producer is a key, senior position within the organisation reporting directly to the Board of Directors and working alongside the Artistic Director/CEO, Communications Director and Director of Development and Operations. The primary responsibility is to drive the organisation to achieve its vision and deliver on the plans set out for 2019-22. This role requires the hands-on delivery of the event at Festival time, supported by a team of 200+ seasonal staff and volunteers.

It combines responsibilities for strategic business development, brand partnerships, commercial revenue, Festival production management and line management of key staff.

In your first month you will shadow the current team for the 23-27 May 2019 Festival.

### Working Arrangements

The contracts are offered on a fixed term employed basis covering 21 hours per week, however we are open to hear about alternative arrangements for the right candidates. It is our preference that the postholder would be based in our Manchester City Centre office for 3 (ideally consecutive) days per week.

## Main duties include (but are not limited to) the following:

### **Leadership, Advocacy and Business Development**

*Lead on strategic business development in collaboration with the Directorate (comprising Artistic Director (AD), Communications Director (CD) and Development and Operations Director (DOD)), including:*

- Identify, cultivate and develop critical strategic partnerships locally and nationally to support mjf's growth as an organisation and secure our profile in the national culture landscape
- Manage critical suppliers; venues, bars, festival and office infrastructure; to ensure a sustainable, ethical and cost-effective supply-chain and service pipeline
- Develop and oversee the Business Plan, key objectives and vision in collaboration with the Directorate and Board of Trustees
- Visioning a feasible, deliverable and sustainable model for future festivals (special project Festival 2020 – 25<sup>th</sup> Anniversary event)
- Representing mjf at stakeholder events
- Attending local, regional and national strategic networks in collaboration with the Directorate
- Driving the mjf profile agenda; stakeholders and media; in line with the Strategic Vision

### **Strategic Planning and Delivery**

*Lead on strategic planning in collaboration with the Directorate, including:*

- With the Directorate, lead on the writing and delivery of the Business Plan
- Working with the Board of Trustees to ensure Governance best practice
- Acting as a key contact with the organisation's relationship manager at Arts Council England, ensuring that funding agreement requirements are met and that the finance, workforce and activities sections of the Annual Survey are completed and submitted
- Actively promoting ethical business practices by seeking to engage a diverse base of staff and suppliers through equal and open opportunities

### **Festival Management and Delivery**

*Lead on the management of the seasonal team and smooth running of the Festival events:*

During the festival itself the role transfers to our temporary festival site, where the duties become more focussed on the daily delivery of the schedule, event management and associated team meetings and event debriefs.

- Support mjf core team, Production Manager, and other seasonal staff (Volunteer Coordinator, Sound Engineers, Assistant Producers, Volunteers) to deliver a successful multi-venue event
- Troubleshoot issues and concerns on the ground
- Ensure all H&S and insurances are held and being adhered to
- Liaise with City Council, Local Businesses & Police regarding events, licensing, curfews etc.

### **Brand Partnerships and Commercial Revenue**

*To lead on the organisation's Brand Partnerships, Sponsorship and Commercial Strategy:*

- Developing existing and new brand sponsorships within the local and national landscape
- To manage the relationship with Agencies who may be acting on mjf's behalf regarding sponsorship and revenue generation (eg: Manchester Food & Drink Festival, Quaytickets and Sponsorship Agency)
- To collaborate with the AD on ACE NPO and manage bids as required
- Researching any other ACE or Strategic Funds for which mjf may bid

### **Finance**

*mjf outsources booking-keeping and financial services to the Greater Manchester Chamber of Commerce, using cloud-based financial management software Xero (for which basic training can be given). The role is required to oversee the organisation's financial records, including:*

- Create and manage the annual budget, with the Directorate, ensuring it is up to date throughout the year
- Support the Director of Development and Operations and Finance Manager (outsourced role) in the maintenance and monitoring of quarterly cashflow and management accounts for the Board and funders
- Being a signatory on cheques and making online payments (following successful competition of probation)

### **Legal and contracts**

*To contribute to key artistic, venue and talent contracts that the organisation enters into, including:*

- Contribute to the development of partnerships and deals with artists, partners and venues (as required), working with Directorate and taking legal advice as appropriate
- Overseeing all Health and Safety requirements for the Festival delivery, including developing and reviewing the Policy and Procedures annually with the Director of Development and Operations, ensuring that relevant Risk Assessments are undertaken and adhered to.

### **Staffing and HR**

*To work with the Director of Development and Operations to ensure that best practice is followed, including:*

- Line-manage other staff, student placements and volunteers as appropriate
- Organise and lead regular staff meetings and other managers meetings as required
- Contribute to recruitment processes, including writing job descriptions, shortlisting and interviewing

### **General Director's Responsibilities**

- To act as an active advocate of mjf, in public and towards audiences, funders and media ensuring good PR and external relationships wherever they occur
- To contribute towards mjf's Business Plan, supporting growth and income generation
- To adhere to financial systems
- To contribute to mjf's Communications Strategy where appropriate
- To support mjf's commitment to its Single Equality and Environmental Sustainability Action Plans
- To identify and undertake relevant training and development opportunities
- To maintain positive ongoing relationships with trustees and utilise their skills accordingly
- To cultivate potential new trustees
- To actively contribute to income generation by being receptive to development opportunities
- To ensure that any materials produced are of a high standard and accurate before being released to the public or a third party
- To comply with and implement all organisational policies as determined by the board
- To remain aware of and up to date with mjf's obligations as a charity
- To meet all ethical codes of the organisation

### **Essential skills and qualities**

- Passion for music and the arts in general
- Solid professional background in general, operational or event management
- Evidenced understanding of budgeting and financial management
- Confident and proficient leader
- Solid sector and business networks
- Strong business planning and strategic skills to contribute to evolution of festival
- Thorough, yet balanced approach to managing artistic and business risk

- Excellent organisational skills and attention to detail
- Solid pitching and report writing skills
- Critical understanding of the non-for-profit, funded arts and culture sector
- Excellent knowledge of the arts funding system
- Ability to prioritise workload, work under pressure and to tight deadlines
- Ability to work within a small team in an autonomous and cooperative manner
- Ability to deal with a wide range of people in a confident and friendly manner
- Good public speaking skills
- Good sense of humour, tact, confidentiality, diplomacy and personal integrity
- Solid IT skills (including Microsoft Office)
- Good copywriting and proofreading skills
- Readiness to contribute to other jobs as required
- Flexibility to work evenings and weekends, including long and unsociable hours

#### **Desirable skills and qualities**

- Full Driving Licence
  - Some knowledge of live music promotion/events/arts organisations
  - Strong interest in the arts and music in particular
  - An understanding of working with professional musicians
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#### **Key dates**

Deadline to apply: **Thursday 21 February 2019 at 12 noon**

Interviews (tbc): **Monday 4 and Tuesday 5 March 2019**

Start dates: **latest w/c 13 May 2019**

#### **How to apply**

To apply, please email using **Executive Producer\_Your Name** in the subject line, attaching a **CV and a supporting statement of no more than 500 words** detailing your relevant experience and your approach to this role to [festival@manchesterjazz.com](mailto:festival@manchesterjazz.com).

Please also provide **at least two referees**, marking clearly whether we may contact them in advance of interview or appointment.

#### **Equal Opportunities**

We actively encourage diversity in our workplaces and welcome candidates from a broad range of backgrounds.