



Background Information

About the organisation

manchester jazz festival (mjf):

- Is an ACE National Portfolio Organisation
- In 2016 was awarded the Europe Jazz Network award for Adventurous Programming
- Became a Talent Development Partner for PRS for Music Foundation in 2016
- Is a PRS Keychange Associate committed to 50:50 gender balance by 2022
- Is a Registered Charity
- Is a non-profit Company Limited by Guarantee

mjf is one of the UK's leading contemporary music festivals, Manchester's longest running music festival - the only live music event on the city's streets and Europe's most adventurous jazz festival. We will be creating more new musical moments, in a new city-centre location, from 23-27 May 2019 as we move towards our 25th Anniversary in 2020.

Scale

Formed in 1996 by musicians and enthusiasts, mjf has developed a distinctive USP on the festival circuit for championing northern talent and young artists, commissioning ground-breaking new work and fostering surprising collaborations, alongside advances in developing new audiences for jazz.

In 2019, the 24th manchester jazz festival continues to celebrate the best new music that Manchester-based, northern, national and international jazz and jazz-related artists have to offer, through an exciting and diverse programme for all ages and tastes.

In a programming spanning c.90 events at 18 venues over 5 days, this city take-over event champions northern artists and new work with *mjf originals* – the UK's only open jazz commissioning scheme for composer-musicians; *mjf introduces* – mjf's unique platform for talented emerging regional bands aged 16 – 25, and *mjf hothouse* - the festival's newest year-round talent development programme that helps northern jazz artists shape their ambitions.

mjf is regularly funded by:

Arts Council England, Greater Manchester Combined Authority, Manchester City Council, Help Musicians UK, PRS for Music Foundation amongst various other businesses, sponsors and individuals.

Scope of the role

In 2018 mjf underwent a fundamental change programme, as mandatory change to the festival's location and date due to the Town Hall Refurbishment, catalysed a huge shift in the business model, organisational infrastructure, audience development ambitions and brand.

As recipients of a 66% ACE NPO uplift in 2018, we have invested in our profile and communications going forward. We have been long-established and carry a loyal audience, but we acknowledge

that the time to develop and build our audiences for the future is now. In 2019, the opportunity is immediately upon us to deliver a new-look festival, with a rebranded flavour to a new audience. Thrust into the central retail district, this is an exciting, yet critical time for us as we move through our first remodelled festival and towards a significant anniversary event, 25th Festival in 2020.

For the first time in our history, in 2017, we embarked upon a programme of year-round activity; primarily focused around piloting talent development programmes and artist showcasing, the ambition to work outside of festival time sees a shift to our organisational profile.

To help us deliver our vision, the current Executive Director post has been split for the purposes of Maternity Cover, forming two distinct roles, with clear complementary skill sets: Director of Development and Operations, and Executive Producer.

The post holders will gain wide-ranging experience as they help shape our future direction and ensure delivery of initiatives that will expand this UK-renowned festival's place in our contemporary cultural landscape.

These new, fixed term, posts look to:

- Deliver on the organisational Business Plan ambitions as laid out to 2020;
- Ensure that the funding and operational infrastructure remains stable after a period of change;
- Evaluate the new 2019 festival model to inform delivery going forward;
- Shape the 25th Manchester Jazz Festival 2020 event and associated sponsorship;
- Define and deliver on special associated programme, revenue and fundraising campaigns.

For more information, or for an informal discussion, please contact: EJ Trivett, Executive Director at ej@manchesterjazz.com or call 0161 393 4367.

Key dates

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

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

Start dates: **Detailed in Job Descriptions**

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.

How to apply

To apply, please email using **Job Title Applied For_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.

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.