

## **FESTIVAL ASSISTANT**

Contracted hours: 3 days per week (22.5 hours)

Salary: c.£19,500 pro-rata to .6fte (actual salary £11,700)

## **BACKGROUND**

manchester jazz festival is the city's longest running music festival and is an established part of Manchester's cultural heritage, staged over five days in late May with hosting partners across the city. We connect diverse venues and landmark environments, champion northern artists performing new and original music, and commission ground-breaking new works and pioneering collaborations. mjf supports up and coming musicians, breeds new talent and launches careers with year-round artist development programmes. Through all of our work, we celebrate creativity and boundary-pushing innovation.

## **PURPOSE OF ROLE**

mjf currently has a core team of four, made up of a CEO/Artistic Director, Communications Director, Business Manager, and Producer/Partnerships Manager. The Festival Assistant will provide support to the mjf team, working across programming, artist development, marketing and operations.

## **RESPONSIBILITIES**

### Programming Support

- Prepare and collate artist submission call-outs for all our artist opportunities
- Create and maintain programme master information documents

### Artist and VIP Liaison

- Prepare and process artist contracts
- Be first point of contact for artist queries
- Ensure artists are aware of all performance arrangements prior to arrival
- Make accommodation & travel arrangements for artists and other visitors
- Collate guest lists for all festival venues

### Marketing and Digital Support

- Source and/or obtain artists' marketing materials (copy, images, links etc.)
- Checking artist footage and other media assets prior to release
- Update the mjf website as necessary (Wordpress)
- Support mjf's social media output as necessary

- Support the creation of promotional artwork and video broadcasting (Illustrator and InDesign)
- Provide support and make minor edits to video (Premiere Pro and InDesign), check footage, and create slides

#### Festival Event Documentation

- Ensure collection of artist monitoring forms, audience monitoring forms and PRS setlists

#### Finance

- Prepare invoices
- Set up artist payments for authorisation
- Coordinate volunteer expenses

#### Reporting

- Gather information for funder reports
- Coordinate event evaluation from stakeholders
- Coordinate and write up the festival debrief

#### General

- Provide administration support to the festival team, answer queries and address problems as necessary
- Provide and distribute information to onsite staff, volunteers, artists and stall holders
- Arrange team, board and other ad-hoc meetings, take minutes and circulate documents
- Maintain team calendars
- Answer enquiries received via mjf's public email address
- Act as an advocate of mjf in public and towards audiences, funders and media, ensuring good PR and external relationships wherever they occur
- To ensure that materials produced are accurate and of a high standard before release

### **PERSON SPECIFICATION**

The Festival Assistant role covers a variety of tasks and responsibilities and represents a great opportunity for someone who wants to start a career in the music events industry. There are a number of key skills we are looking for, as well as some specific IT knowledge that would be beneficial. But don't worry if you don't have this IT knowledge, we would still encourage you to apply if you are interested in the role.

#### Key skills

- Excellent organisational skills and attention to detail
- Able to develop and implement administrative systems
- Confidence to put forward new ideas and contribute to the evolution of the festival
- Able to prioritise workload, work under pressure and to tight deadlines
- Able to work within a small team in an autonomous and cooperative manner
- Able to deal with a wide range of people in a confident and friendly manner
- Good sense of humour, tact, confidentiality, diplomacy and personal integrity
- Good IT skills (including Microsoft Office and Google Apps)
- Interest in contemporary music

#### Desirable skills and experience

- Experience of live music promotion
- Experience of Adobe CS and Wordpress
- Experience of Xero

#### **HOW TO APPLY**

If you like to apply, please email [ralph@manchesterjazz.com](mailto:ralph@manchesterjazz.com) putting 'Festival Assistant\_Your Name' in the subject line. You will then receive details of an online form you'll need to complete, asking about your experience and motivation to do the role. CVs and letters of application won't be accepted.

Deadline to apply: 12 noon on Friday 4 December

Interviews: Friday 11 December

Start date: January 2021

#### **EQUALITY AND DIVERSITY**

Disabled people and those from Black and minority ethnic backgrounds are underrepresented in our workforce, so we particularly encourage applications from people in these groups