



## **mjf: Job Description**

<b>Title</b>	<b>Festival &amp; Programmes Assistant</b>
<b>Hours</b>	3 days (22.5 hours) per week
<b>Salary</b>	£20,000 pro-rata, 0.6 FTE (Actual Salary = £12,000)
<b>Terms</b>	Permanent Part-Time, subject to 6-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>	Hybrid office working with option to work some hours from home, with other onsite meetings
<b>Registered office</b>	Manchester Jazz Festival, 151 Deansgate, Manchester M3 3WD
<b>Reports to:</b>	General Manager
<b>Works with</b>	CEO/Artistic Director, General Manager, Producer & Partnerships Manager, Freelance Marketing & Engagement staff, volunteers

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### **Background**

manchester jazz festival is the city's longest running music festival and is an established part of Manchester's cultural heritage, staged over ten 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 diversity, creativity and boundary-pushing innovation.

### **Purpose of the role**

mjf operates with a small core team, made up of the CEO/Artistic Director, General Manager, Producer & Partnerships Manager, Talent Development Associate and three freelance Marketing & Engagement posts. The Festival & Programmes Assistant will provide support to the mjf team, with a particular focus on programming, artist development, finance and operations, and will report to the General Manager.

### **Working Arrangements**

The contract is offered on the above basis; we are however open to alternative comparable working arrangements for the right candidate. It is our preference that under normal working conditions, the postholder would work four half days and one full day each week. Although our registered office sits within the Manchester Chamber of Commerce, mjf staff are currently operating a hybrid of physical office meetings with options to work some hours from home.

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

*Responsibilities apply to both the annual festival and to year-round programmes, except where indicated*

### *Programme Support*

- Prepare and collate call-outs for artist submissions to the festival and mjf's other artist development opportunities
- Create and maintain the festival programme master information documents

### *Artist and VIP Liaison*

- Prepare and process artist contracts, invoices, advancing and other items as required including merchandise.
- 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 and digital output (Facebook, Twitter, Instagram, YouTube, Spotify), the website (Wordpress) and marketing mailouts (Mailchimp)
- Support the creation and editing of visual assets using a combination of graphic design, photo and video editing skills.

### *Administrational Support*

- Ensure collection of artist monitoring forms, audience monitoring forms and PRS setlists
- Collating information for organisational and funder reports where necessary
- Contribute to project and event evaluations
- Arrange team, board and other ad-hoc meetings, take minutes if required and circulate papers
- Maintain team calendars (Outlook), shared databases (Sharepoint) and online filing systems

### *Finance*

- Assist the general manager in the day-to day running of finances including setting up and authorising payments, managing invoices, managing the Credit Card logs and bookkeeping (Xero)
- Coordinate and manage the handling of expenses and invoicing including artists and volunteers

### *General*

- Monitor the general festival email and social media to answer public queries
- Provide and distribute information to onsite staff, volunteers, artists and stall holders during the festival
- Act as an advocate of mjf in public and towards audiences, funders and media, ensuring good PR and external relationships wherever they occur
- Ensure that materials produced are accurate and of a high standard before release

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## **Person Specification**

The Festival & Programmes 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 – specifically within the public-funded sector. 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 digital marketing tools including Adobe CS, Mailchimp and Wordpress
  - Experience of Xero and handling finances
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### **Key Dates**

Deadline to apply: **12 noon, 3<sup>rd</sup> August 2022**

Interviews: **8<sup>th</sup> and 9<sup>th</sup> August 2022, in person at our Central Manchester office**

Start date: **3<sup>rd</sup> October 2022 or sooner, if available**

### **How To Apply**

If you would like to apply, please email Steve Mead, CEO/AD at [steve@manchesterjazz.com](mailto:steve@manchesterjazz.com) putting 'Festival & Programmes 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.

Upon the offer of a job appointment, you will be asked to provide two referees whom we may consult.

### **Equality, Diversity & Inclusion**

mjf's festival stages, artist development programmes, board and volunteer workforce are positive, inclusive environments and celebrate the diversity of our population. However, disabled people and people of colour are underrepresented in our team, so we particularly encourage applications from people from those backgrounds.