



mjf Job Description

Title	Operations & Festival Administrator
Hours	3 days (21 hours) per week
Salary	£24,500 pro-rata, 0.6 FTE
Terms	Permanent Part-Time, subject to 6-month probationary review; enrolment in pension scheme with employer contribution of 3%
Annual Leave	28 Days pro-rata (plus pro-rata Bank Holidays)
Location	Hybrid office working with option to work some hours from home, with other onsite meetings; weekend and evening work will be required in the run up to and during the festival
Registered office	Manchester Jazz Festival, First Floor, Swan Buildings, 20 Swan Street, Manchester, M4 5JW
Reports to:	General Manager
Works with	CEO/Artistic Director, General Manager, Festival Producer, Freelance Marketing & Engagement team, volunteers

Could you be our newest Operations & Festival Administrator? Help day to day finance and operations run smoothly, support the team in the run up to and during the festival, and work towards making exciting festival events happen.

Background

manchester jazz festival (mjf) 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 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 & workforce development programmes. Through all our work, we celebrate diversity, creativity and boundary-pushing innovation.

Purpose of the role

mjf operates with a small core team; the role of Operations & Festival Administrator works with all roles across the entire mjf operation. You help day to day operations run smoothly and support the team in the run up to and during the festival. You are part of the team working to make festival events happen. Whilst tasks vary throughout the year, finance, operations and monitoring are year-round duties.

Working Arrangements

The contract is offered on the above basis; we are however open to alternative comparable working arrangements for the right candidate. The role involves some work in the evenings and at weekends, especially during and in the run up to the festival.

Main duties

Operational Support

- Collate information for core funders' monitoring
- Schedule team meetings and other regular and ad-hoc project meetings, take minutes if required and circulate papers
- Maintain team calendars (Outlook), shared databases (SharePoint) and online filing systems
- Contribute to project and event evaluations
- Monitor the general festival email
- Assist with public and private fundraising campaigns

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 in Xero
- Coordinate and manage the handling of expenses and invoicing for staff, artists and volunteers

Festival event advancing and support

- Create and maintain festival programme master information documents
- Prepare and process artist contracts, invoices, merchandise and advancing information for performances, being first point of contact
- Make accommodation and travel arrangements for artists and other visitors
- Coordinate the volunteer recruitment process and schedule volunteers for festival shifts
- Support the Digital Content Creator to source and collate festival artists' assets
- Ensure collection and consolidation of artist monitoring forms and PRS setlists
- Provide general event production and programme support where necessary

Person Specification

The Operations & Festival Administrator role covers a variety of tasks and responsibilities, and we are especially keen to attract candidates looking to remain with us and develop over time.

You will be expected to act as an advocate of mjf in public and towards audiences, funders and media, ensuring good PR and external relationships wherever they occur, and to ensure that materials produced are accurate and of a high standard before release.

Subject to availability, we expect an in-person handover with the current post-holder, who will leave the role in early May. You will then be required to occupy the role fully during this year's festival in late May.

Key skills

- Excellent organisational skills and attention to detail
- Ability to develop and implement administrative systems
- Confidence to put forward new ideas and contribute to the evolution of the festival
- 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 sense of humour, tact, confidentiality, diplomacy and personal integrity
- Good IT skills (including Microsoft Office and Google Apps)
- Interest in contemporary music
- Experience in finance administration and working with systems such as Xero, QuickBooks or similar

Desirable skills and experience

- Experience of live music promotion
- Experience and knowledge of events sustainability

Key Dates

Deadline to apply: **7 April 2026, 23:59**

Interviews: **14 (pm)/15 April (am/pm), Manchester City Centre**

Start date: **As soon as possible after 20 April 2026, by latest 5 May**

How To Apply

If you would like to apply, please complete [the online form](#). CVs should be uploaded along with your online application form.

If you have any queries about the role, please email Steve Mead, CEO, at steve@manchesterjazz.com, stating 'Operations & Festival Administrator_Your Name' in the subject line.

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

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.