



Asian Arts Agency

JOB DESCRIPTION

Position: Programme Co-ordinator

Contract type:	3- 4 days a week (negotiable)
Contract length:	One-year renewable contract
Salary:	£28,000 - £32,000 (based on experience)
Hours :	3-4 days a week @ Based on 37.5 hours per week pro rata (some evening and weekend working will be required with time off in lieu as agreed with the Director)
Holiday entitlement:	20 days plus statutory Bank Holidays
Pension	The Agency participates in the NEST workplace pension scheme
Reporting to:	Director
Location	The role can be undertaken remotely with visits to the Agency office in Bristol as required (subject to agreement).

About Asian Arts Agency

Asian Arts Agency (www.asianartsagency.co.uk) develops and promotes international, contemporary and traditional South Asian music and arts nationally and internationally. As a leading UK arts agency and with increased investment from Arts Council England, we are building our team to take forward our ambitious plans. In recognition of our national importance and reach we have received increased investment from Arts Council England to enable us to take forward our ambitious plans and ideas over the next three years; as our work takes a step up we are expanding our team to respond to the exciting times ahead.

We are looking for someone to take over operational control of our music tours and events programmes. If you have a background in live music/arts touring, festivals or events and enjoy working with musicians and other professionals presenting live performances, this will be **an exciting opportunity to work at a high level in a vibrant and diverse arts organisation working across England and internationally with major artistes and venues.**



What We Do

Our aim is to celebrate the brilliance of South Asian music and to bring the experience to a wider audience. We work to break down barriers by mainstreaming high quality South Asian music in the UK and internationally bringing World class South Asian musicians to the UK to venues that have included the South Bank; SAGE; Barbican and St. Georges Bristol. We are totally committed to changing the way people think about South Asian music and influencing society to embrace diversity in all its forms. We reach out to with audiences from all communities and age groups and play a key national role in promoting creative diversity in the UK.

As one of the UK's premier Asian music and arts development agencies, we develop, commission, produce and promote a range of contemporary Asian music events and touring productions; programme for major festivals (e.g. WOMAD); and coordinate international showcases. Our recent artists support project, **Breaking Barriers**, involved working with leading companies in the music industry (Real World Studios, BPI). This provided a unique opportunity to over 30 South Asian musicians to make music at World class studios and venues.

Our international work has included over 50 performances and showcases in North America, Europe, India and Pakistan. **Led by Agency Director Jaswinder Singh**, who has many years' experience working nationally and internationally, we are an ambitious organisation at a prime stage in our work with further growth and expansion planned.

Our offices are in Bristol City Centre and our work is busy but fun and highly rewarding. The Agency is an Arts Council England National Portfolio Organisation (NPO) and Key Arts Provider for Bristol City Council.

Going Forward

With our increased funding and ambitious growth plan we are building our team with new posts in education, marketing and project management. We want to attract people who have ideas and energy; can think for themselves; plan strategically; and deliver our goals as part of a tight team.

Over the next three years we will be:

- creating a range of new programmes including national tours by international artists, music festivals, commissions, and other live music events
- expanding our reach nationally and internationally
- building new partnerships with major festivals and venues
- extending our support for home grown artistes
- rebranding the Agency to reflect our growing role
- increasing our support for digital production and extending our digital reach
- and raising our profile at home and abroad.

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Our programmes are varied and involve working with high profile venues, festivals and artistes. In particular we want to increase our range of venues and promotional partners, including festivals, and to reach out to more audiences, South Asian in particular, in new venues and places.

The Agency embraces new ways of working and we already have measures in place to facilitate hybrid working while ensuring that all staff can work together as a team via pre-arranged attendance at our offices.

Programme Co-ordinator

This is a key role in the Agency working alongside the Director. The Programme Coordinator has responsibility for all operational aspects of delivery and management of the Agency's music touring and events programme. This involves assisting with booking tours and events; liaison with artists, festivals and venues; inputting into any related international work; and ensuring that all the related administrative and operational procedures are run efficiently including recording events and programme data for reporting and meeting our environmental policy requirements. The post holder will also play a vital role with the Director in developing the Agency's programme through partnerships with venues and promoters.

The successful candidate will be a committed lover of music/the arts with empathy for South Asian music (though not necessarily a specialist in this field), with solid experience and knowledge of the delivery of arts/music events and touring and working with mainstream venues and festivals. You will enjoy engaging with a range of partners and people including major festivals (e.g. WOMAD); high profile venues (e.g. Barbican, South Bank); and leading industry companies.

This is a rewarding and exciting opportunity for a dynamic individual with energy, drive, imagination, a love of live music and a commitment to new music development. You will work with musicians of international standing and leading industry recording studios, visit major venues and festivals and travel to live events nationally and, at times, internationally. We expect you to hit the ground running!

The post-holder will be:

1. a high level, experienced arts professional with solid management experience and track record of delivering live arts/music events and an ability to work closely and sympathetically with promoters and venues;
2. someone with a sound and detailed understanding of live music events and tours administration including efficient data collection, budgeting and record keeping (including for monitoring for evaluation purposes);
3. a committed lover of music and the arts with empathy for South Asian music and promoting South Asian music talent
4. with a strong commitment to creative diversity;
5. a creative thinker and team player with energy and drive;



6. someone with an understanding of the needs of musicians and the practical and technical requirements of setting up and running live music events and tours efficiently;
7. a persuasive and compelling operator with a high level of diplomacy.

Responsibilities and Tasks

1. Managing the planning of touring and live events programmes including budgeting; bookings; contracting; issuing work permits (where required); agreeing contract 'rider' terms with artists, venues and managements.
2. Undertaking all other administration associated with the successful delivery of events and touring programme including creating artists/events promotional packs to share with bookers; arranging cost efficient hotel and travel arrangements; and liaising with artists to ensure that touring/events plans are agreed and implemented efficiently.
3. Assisting the Director to book new music events and tours.
4. Managing events budgets to ensure value for money and that projects are delivered within agreed budgets.
5. Dealing with artists/agents, venues and promoters to manage tour itineraries and ensure that tour schedules are logical and achievable.
6. Liaising with venues and promoters to ensure all contractual, legal and operational arrangements are in place and ensuring health and safety, safeguarding and equal opportunities compliance requirements are fully met.
7. Working with our Production manager on the delivery of programme and operational management including liaising with technicians and other venue staff; security; licensing; and with external suppliers and the public.
8. Ensuring that work permits and other legal requirements (e.g. FEU forms) for visiting artistes are arranged efficiently and in good time.
9. Liaising with the Agency's marketing department to ensure high quality marketing support including timely provision of marketing materials and support.
10. Working with the Agency team to increase work in our priority places and targeted areas (as part of the current Levelling Up agenda) (e.g. in the South West and other specific places e.g. Slough, West London, Gloucester).
11. Working with the Agency's education and artist development team to maximise opportunities for learning programmes (e.g. workshops, talks) by artists on tour.
12. Working with the Director to deliver new music programmes (e.g. festivals, commissions and other programmes) and review and update live performance and events delivery systems, contracts etc. on a regular basis.
13. Assisting the Director to generate income for touring and events programmes, including assisting with funding applications.
14. Building new relationships with venues and other partners both in the public and commercial sectors.
15. Recruiting, managing and overseeing volunteers, assistants, intern support and event coordinators/tour managers.



16. Establishing effective support systems, including managing the project planner and providing regular updates to the Asian Arts Agency's team members.
17. Ensuring that Agency environmental policy requirements are met and implemented.
18. Ensuring efficient data collection and recording related to touring and events, including information required by funders (Arts Council, Bristol City Council) and supporting evaluations (collating audience figures, venue feedback and liaising with external evaluators).
19. Any other duties that may be reasonably required of the Programme Co-ordinator.



Person Specification

Skills and Experience Required

Essential

- Minimum 3 years' experience of arts and music events co-ordination/management.
- Experience of dealing with venues, agents, technicians and artists and excellent organisational skills.
- Experience of consistent and detailed record keeping of events data.
- A good understanding of the contractual and practical realities of live music events (e.g. technical requirements, artist riders, negotiating the hire of specialist equipment).
- Ability to juggle multiple priorities, solve problems and work under pressure.
- Financial experience - budgeting for small to large scale projects from inception to delivery.
- Good oral communication skills and ability to deal with people at all levels.
- Ability to take responsibility, work independently, use initiative and work as a part of a team.
- An interest in and commitment to contemporary South Asian arts practice.
- Experience of working with mainstream venues and festivals or in an arts producing company.
- Experience of building partnerships and dealing with artists, venues and production companies.
- Computer literate & IT competency.
- Health and Safety awareness.
- An understanding and commitment to Equal Opportunities.
- Willing to work during some evenings and weekends and prepared to travel in Bristol and the UK where required.
- Own car and full driving licence.

Desirable

- Existing contacts with the music touring sector in the SW region and nationally.
- Experience of working with South Asian communities and artists and understanding of the barriers faced by them and other diverse musicians in the UK.
- Experience and understanding of the contemporary South Asian music scene.
- Experience of booking music events.
- Familiarity with current developments in the arts in the South West and in the national music touring scene.
- Community/arts development experience.
- Experience of issuing and managing work permits.
- Festival management/production experience.



Diversity and Equality

Diversity is central to the Agency's work and we are highly committed to promoting diversity and values of equality in all our work. We believe in working respectfully, listening to our artistes, audiences and partners and adopting working practices that respond to the needs of our clients and staff.

The Agency is committed to continuing staff development and finding ways to meet any challenges faced through support for training and CPD and finding ways to accommodate the needs of staff.

We welcome and encourage applications from those currently under-represented in our workforce and in the arts community; including those from BAME background and disabled people. We are committed to managing a fair and equitable recruitment process. We aim to interview any disabled candidate who fulfils the minimum criteria for the role as described in the Person Specification.

How to Apply

If you'd like a conversation with our Director, Jaswinder Singh, about the role before you apply, please email us at jobs@asianartsagency.co.uk (no phone calls please) mentioning 'Programme Coordinator' in the subject to arrange a time to speak.

To apply, please send a letter outlining why you would like to work with the Agency; what excites you about the brief; the relevant skills and experience you can bring to the role; and how you meet each requirement of the person specification. Please set out how your professional experience, skillset and make you a suitable candidate.

In addition to your live events experience we want to know about your commitment to or interest in music and the arts and how you see this role contributing to our work in promoting diversity. In shortlisting candidates we will assess how your own skills and experience fit with the role and responsibilities of the job so please refer to these above. Please attach a CV and the names of two referees with experience of your work.

1. Please complete the Application Summary Sheet and Equal Opportunities Monitoring Form and submit with your application.
2. We are seeking applications from individuals regardless of age, gender, ethnicity, disability, sexuality, religion and/or belief.
3. Knowledge of South Asian music/arts is an advantage, but not essential.
4. This role has the potential to be undertaken via a hybrid working model; if you anticipate this way of working please set out in your application how you anticipate this working practically.

In summary please send your written application with the following information:

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- 1) Letter (no more than 3 A4 pages).
- 2) C.V. (3 pages maximum).
- 3) Application Summary Form with contact details of 2 referees with email addresses and phone numbers (including a recent employer if appropriate).
- 4) Completed Equal Opportunities Monitoring form (attached).

Note: CVs submitted without the above will not be considered.

Email your proposal with the above to **Jaswinder Singh jobs@asianartsagency.co.uk** mentioning 'Programme Coordinator' in the subject.

Closing date for application: Monday 2nd October 930 am.

Shortlisted candidates would be informed by Wednesday 4th October.

Interviews will be on Friday 6th October.

A second interview may be required.

Anticipated start date mid-October.

Ends