



## Asian Arts Agency

### JOB DESCRIPTION

**Position:** TALENT DEVELOPMENT COORDINATOR

<b>Contract period:</b>	<b>One-year renewable contract</b>
<b>Salary:</b>	<b>£30,000 - £35,000 (pro rata based on experience)</b>
<b>Hours :</b>	<b>37.5 hours per week (some evening and weekend working will be required with time off in lieu as agreed with the Director). The Agency is open to discussing a freelance contract arrangement for this position as an alternative to a PAYE position.</b>
<b>Holiday entitlement:</b>	<b>20 days plus statutory Bank Holidays</b>
<b>Pension</b>	<b>The Agency participates in the NEST workplace pension scheme</b>
<b>Reporting to:</b>	<b>Director</b>
<b>Location</b>	<b>The Agency office is in Bristol. Aspects of the role can be undertaken remotely with regular visits to the office.</b>

## About Asian Arts Agency

Asian Arts Agency (Bristol) ([www.asianartsagency.co.uk](http://www.asianartsagency.co.uk)) is a dynamic arts development agency that develops and promotes international, contemporary and traditional South Asian music and arts in Bristol, the South West and nationally. Over the past 15 years we have grown to become one of the UK's leading supporters and promoters of South Asian music and arts.

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 develop and manage our artist/musician development programmes. If you have a background in the arts and enjoy working with musicians and other creative professionals and understand the challenges and opportunities faced by artists, this could be a role for you. In particular we want to expand our artists support programme and identify new



ways of supporting artists to create work and build careers. This will be an exciting opportunity to work strategically and to deliver pioneering programmes in a vibrant and diverse arts organisation working across England and internationally.

## What We Do

Our aim is to celebrate the brilliance of South Asian music; to support South Asian musicians; 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. Supporting UK-based artistes/musicians to create new work and develop careers in South Asian music is central to our mission. We want South Asian music and artistes to reach out to 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 artist support project, **Breaking Barriers**, involved working with leading companies in the music industry (e.g. Real World Studios, BPI).

This project, funded by Arts Council England, provided a unique opportunity to over 30 South Asian musicians to make music at World class studios and venues and introduced them to new ways of making and promoting music digitally in a commercial setting.

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 and extending our support for home grown artistes
- establishing new partnerships with producers, major festivals and venues
- creating new partnerships regionally and nationally
- 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.

Our programmes are varied and involve working with high profile venues, festivals and artistes. In particular we want to reach out to more South Asian musicians to help them to gain the courage and experience they need to create and promote their work more effectively and to build sustainable professional careers. Our past projects have provided unique opportunities to South Asian musicians in England to bring the experience of South Asian music to many more people and our increased use of digital technology has been a key part of this strand of our work.

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 and regular attendance at our offices.

## Talent Development Coordinator

The Talent Development Coordinator is a senior position and, working alongside the Director, will play a key role in developing our artist support programmes and widening the Agency's reach. The postholder will deliver Agency's objective of creating new opportunities for South Asian musicians to develop their work and support career progression in the music sector/industry.

The Talent Development Coordinator will have responsibility for creating and delivering training, development and mentoring programmes for South Asian artists; working with the Director to maximise the potential for creating new artists support programmes including professional training and mentoring; securing external funding; managing the delivery of our commissioning programmes; and devising new artist support programmes to engage musicians and increase their confidence and skills, including digitally.

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 experience of working with musicians and an understanding of their professional development needs. Experience of working in the music industry and understanding how to promote music to a wider audience will be of great value.



This is a rewarding and exciting opportunity for a dynamic individual with energy, drive, imagination, a love of live music and a commitment to supporting the development of South Asian music including working with artistes to widen access to music and increase knowledge and appreciation of South Asian music. You will work with musicians at different stages in their careers, including musicians of international standing and young musicians stepping out on careers in the music industry. You will work with leading recording studios and with imaginative and inspiring individuals. We expect you to hit the ground running!

The post-holder will be:

- an experienced arts and/or music/arts professional with a track record in working with musicians or in similar programmes.
- a committed lover of music and the arts with empathy for South Asian music and promoting South Asian music talent.
- someone with an understanding of the limited opportunities for South Asian musicians and an ability to devise ways to create new opportunities,
- and with a strong commitment to creative diversity.
- someone with a sound understanding of how the live music circuit and recording studios operate.
- an individual committed to supporting South Asian artists.
- a creative thinker and team player with energy and drive.
- an excellent manager and administrator of programmes and projects with an ability to work closely and sympathetically with partners and venues
- with understanding of the opportunities for working with musicians to share the experience of South Asian music with a wide range of people, and young people in particular.
- a persuasive and compelling operator with a high level of diplomacy
- and an excellent track record in all aspects of delivery.

## Responsibilities and Tasks

1. Creating a clear three-year strategic plan of action for the Agency's artist support work to reach out to a wider range of South Asian musicians and build a network of professional musicians.
2. Devising new and innovative creative training and development programmes for South Asian musicians to increase their confidence, knowledge and skills, including via digital means, and exploring new ways of supporting South Asian musicians.
3. Implementing a programme of South Asian music support with musicians at different stages in their careers and assisting them to develop careers including mentoring/supporting young musicians.
4. Working with the Director to seek out funding for artist support programmes including liaising with major funders and assisting with funding applications (e.g. to trusts and foundations).
5. Identifying and working with mentors and trainers on the artist development programme.



6. Managing our commissioning programme and creating and sharing more and new opportunities for Asian musicians to engage with our programmes.
7. Establishing new music sector partnerships in Bristol, the South West and nationally and with music industry companies and venues to support artist development and developing links with the commercial music sector to develop opportunities for recording and producing new music.
8. Working with the Agency team to increase opportunities for musicians in our priority places and targeted areas (ref levelling up agenda) including with Local Authorities.
9. Carrying out logistical planning including booking studio spaces, accommodation and travel (where required) and disseminating information for participating musicians, e.g. contracting, access and all other requirements.
10. Ensuring that all contractual, legal and operational arrangements are in place in artists support programmes and ensuring health and safety, safeguarding and equal opportunities compliance requirements are fully met.
11. Delivering all programmes within agreed budgets, keeping a record of finances and ensuring full record of payments, and invoices.
12. Working with marketing team to share information, assets and images for wider promotion of programmes.
13. Representing the Agency at relevant networks to build partnerships with the cultural sector.
14. Establishing effective administrative and support systems, including project planners and providing regular updates to Asian Arts Agency's team members.
15. Ensuring that Agency environmental policy requirements are met and implemented.
16. Ensuring efficient data collection and recording related to artist support programmes, including information required by funders including digital archiving and supporting evaluations (collating artist feedback and data, audience figures, venue feedback and liaising with external evaluators).
17. Any other duties that may be reasonably required of the Talent Development Coordinator.

## **Person Specification**

### **Skills and Experience Required**

#### **Essential**

- Minimum 3 years' experience of project management/delivery
- Experience of devising and running training and support programmes
- Practical experience or working with artists - ideally in the music sector (dealing with venues, artistes, recording studios, other arts agencies, etc.) and excellent organisational skills
- Understanding of the music industry and wider music sector and how musicians operate in it
- An understanding of the challenges faced by South Asian musicians in developing careers
- Experience of building partnerships with venues, studios and creative artists
- Strong negotiation skills
- 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 understanding and commitment to contemporary South Asian arts practice
- Computer literate & IT competency
- An understanding and commitment to Equal Opportunities and Health and Safety awareness
- Willing to work some evenings and weekends and able to travel (Bristol/UK wide) as required.

### **Desirable**

- At least 3-4 years' experience of working in an arts/music environment devising and managing/running projects
- Existing contacts with the music sector in the SW region and nationally
- Experience of working with South Asian musicians and understanding of the barriers faced by them and other diverse musicians in the UK.
- Some understanding of the contemporary South Asian music scene
- Experience of working with musicians on commissions
- Familiarity with current developments in music nationally
- Own car and full driving licence.

## **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. Our diverse Board plays a key role in overseeing our work and supporting the Director in maintaining a strong focus on diversity.

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

1. If you'd like to talk with our Director about the role before you apply, please email us at [jobs@asianartsagency.co.uk](mailto:jobs@asianartsagency.co.uk) mentioning 'Talent Development Coordinator' in the subject to arrange a time to speak.
2. 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 interest in music and experience of working with artists and musicians we want to know 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.
3. Please attach a C.V. and the names of two referees with experience of your work (including a recent employer or person who has commissioned you).
4. Please complete the Application Summary Sheet and Equal Opportunities Monitoring Form and submit with your application.
5. We are seeking applications from individuals regardless of age, gender, ethnicity, disability, sexuality, religion and/or belief.

Knowledge of South Asian music/arts is an advantage, but not essential.

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

- Letter (no more than 3 A4 pages)
- C.V. (3 pages maximum)
- Application Summary Form with contact details of 2 referees (with email addresses and phone numbers)
- Completed Equal Opportunities Monitoring form (attached)
- If you wish to engage in hybrid working (to include work from home) please say how you envisage this working for you and the Agency, including time to be spent at the office.

Email your proposal, along with the monitoring form, to: **Jaswinder Singh**  
[jobs@asianartsagency.co.uk](mailto:jobs@asianartsagency.co.uk)



**Closing date for application: Thursday 30th May 2024**

**Shortlisted candidates will be informed by Monday 3rd June.**

Interviews on **Thursday 6<sup>th</sup> June** (*Please indicate if you are available in the application*)

A second interview may be required.

Anticipated start date – **July 2024.**

**End**