

## JOB DESCRIPTION

### Project Coordinator: Live Music Events and Touring

<b>Contract type:</b>	Full time (part-time option), one-year renewable contract
<b>Salary:</b>	£30,000 - £35,000
<b>Hours:</b>	37.5 hours per week (some evening and weekend working required with time off in lieu as agreed). Usual working hours 9.30am-5.30pm
<b>Holiday entitlement:</b>	20 days plus statutory Bank Holidays
<b>Pension:</b>	Contribution to NEST workplace pension scheme
<b>Reporting to:</b>	Jaswinder Singh, Director
<b>Responsible for:</b>	Freelancers including production staff, assistants, interns, tour managers and volunteers
<b>Location:</b>	Hybrid, with a minimum of 2-3 days a week in person at Asian Arts Agency's Bristol office



## About Asian Arts Agency

**Asian Arts Agency** ([www.asianartsagency.co.uk](http://www.asianartsagency.co.uk)) develops and promotes international, contemporary and traditional South Asian music and arts nationally and internationally.

We are looking for someone to take on the delivery and operations of our music tours and events programmes. If you have a background in live music/arts touring, festivals or events and enjoy

Royal Oak House Royal Oak Avenue Queen Square Bristol BS1 4GB  
0117 9291110 [www.asianartsagency.co.uk](http://www.asianartsagency.co.uk)

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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 artists and venues.

## What We Do

We aim 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 which have included the Southbank Centre, Bristol Beacon, Barbican and St. Georges Bristol. We are 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 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 main office is 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 ambitious growth plan, 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 artists
- 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

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.

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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 office. We expect full-time staff working via a hybrid model to spend 60% of their time in our office.

## **Project Coordinator: Live Music Events and Touring**

This is a key role in the Agency working alongside the Director. The Project Coordinator has responsibility for all operational aspects of delivery and advancing of the Agency's live 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; 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.

## **Responsibilities and Tasks**

- Managing the planning, delivery and coordination of touring and live events programmes including:
  - a. Contracting and agreeing contract 'rider' terms with artists
  - b. Delivering all event logistics including liaising with venues and managements
  - c. Manage record keeping and ensuring that work permits and other legal requirements (e.g. FEU forms) for visiting artists are arranged efficiently and in good time
- Undertaking all other administration associated with the successful delivery of music events and touring including creating 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
- Assisting the Director in booking new music events and tours and building new relationships with venues and other partners both in the public and commercial sectors
- Running events budgets to ensure value for money and that projects are delivered within agreed budgets
- Dealing with artists/agents, venues and promoters to plan and manage tour itineraries and liaising with venues and promoters to ensure all contractual, legal and operational arrangements are in place (e.g. health and safety, safeguarding) and equal opportunities

compliance requirements are fully met

- Working with the 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
- Liaising with the Agency's marketing department to ensure high quality marketing support including timely provision of marketing materials and support
- Working with the Agency's education and artist development teams to maximise opportunities for learning programmes (e.g. workshops, talks) by artists on tour
- Working with the Director to deliver new music programmes (e.g. festivals, commissions and other programmes) including in Priority Places and reviewing and updating live music performance and events delivery systems, contracts etc. on a regular basis
- Recruiting, managing and overseeing freelance production staff, volunteers, assistants, intern support and tour managers
- Establishing effective support systems, including managing the project planner and providing regular updates to the Asian Arts Agency's team members
- Ensuring that Agency environmental policy requirements are met and implemented
- 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)
- Any other duties that may be reasonably required

The post-holder will be:

- an experienced arts professional with experience and track record of delivering live arts and music events operations and an ability to work closely and sympathetically with promoters and venues
- 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)
- a committed lover of music and the arts with empathy for South Asian music and promoting South Asian music talent
- with a strong commitment to creative diversity
- a creative thinker and team player with energy and drive
- 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
- a persuasive and compelling operator with a high level of diplomacy

## Person Specification

### Skills and Experience

#### Essential

- Minimum 3 years experience of arts and music events co-ordination
- Experience of working on live music programmes and dealing with venues, agents, technicians and artists

- 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)
- Excellent organisational skills and experience of consistent and detailed record keeping of events and data capture
- Ability to juggle multiple priorities, solve problems and work under pressure
- Financial experience – running budgets for small to large scale projects
- 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/music 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

### **Desirable**

- Existing contacts with the music touring sector in the SW region and nationally
- Experience working with South Asian communities and artists and understanding of the barriers faced by them and other diverse musicians in the UK
- Understanding of the contemporary South Asian music scene
- Experience managing and booking music events
- Community/arts development experience
- Festival management/production experience
- Access to a 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 artists, 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 our staff.

We welcome and encourage applications from those currently under-represented in our workforce and in the arts community; including those from diverse and global backgrounds and people with disabilities. 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

To arrange an informal conversation about the role prior to application please email [jobs@asianartsagency.co.uk](mailto:jobs@asianartsagency.co.uk)

Please send completed applications to **Jaswinder Singh** - [jobs@asianartsagency.co.uk](mailto:jobs@asianartsagency.co.uk) with the following information:

- 1) Cover Letter
- 2) C.V.
- 3) Application Summary Form and Equal Opportunities Monitoring form including contact details of 2 referees with email addresses and phone numbers (including a recent employer if appropriate)

In the cover letter please outline 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 the skillsets and requirements of the role as set out in the person specification. Please outline how your professional experience and skillset 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.

1. We are seeking applications from individuals regardless of age, gender, ethnicity, disability, sexuality, religion and/or belief.
2. Knowledge of South Asian music/arts is an advantage, but not essential.

**Closing date for application: 7<sup>th</sup> August 930 am**

**Please submit your application as soon as possible** as candidates shortlisted early may be interviewed prior to the closing date.

We aim for the successful candidate to start as soon as reasonably possible.