



Asian Arts Agency

JOB DESCRIPTION

TALENT DEVELOPMENT COORDINATOR

Contract Terms:	One-year renewable contract
Fee/Salary:	Based on £30,000 - £35,000 p.a. (pro rata based on experience)
Terms:	The Agency is open to delivering this role via a freelance contract arrangement (based loosely on 3 days per week c22.5 hours per week) or an appointment on a PAYE basis if preferred. Some evening and weekend working will be required.
Holiday entitlement:	Based on 20 days (pro rata) plus statutory Bank Holidays
Pension:	The Agency participates in the NEST workplace pension scheme
Reporting to:	Director
Location	The Agency office is in Bristol. Aspects of the role can be undertaken remotely with weekly visits to the office - hybrid working is subject to agreement.





About Asian Arts Agency

Asian Arts Agency (Bristol) (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 20 years we have grown to become one of the UK's leading supporters and promoters of South Asian music and arts.

We want to expand and build on our successful *Breaking Barriers* and *Emerge* artists support programmes and identify new ways of supporting artists to create work and build careers. We are looking for someone to develop and take forward this strand of our work. If you have a background in the arts, enjoy working with musicians and other creative professionals and understand the challenges and opportunities faced by artists (in particular South Asian musicians), this could be a role for you. This is an exciting opportunity to work strategically and deliver pioneering work 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; Barbican and Bristol Beacon.

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 want South Asian music and artists to reach out to audiences from all communities and play a key 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 artists support programme, ***Breaking Barriers***, supported by Arts Council England and the PRS, involved working with leading companies in the music industry (e.g. Real World Studios, BPI). It provided a unique opportunity to over 50 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. This will continue to be a key strand of the programme.

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 supported by Bristol City Council.



Going Forward

Our current three year programme involves:

- creating a range of live music events including national tours by international artists, music festivals, via commissions, and at other events
- expanding our reach nationally and internationally
- building and extending our support for home grown artists
- establishing new partnerships with producers, major festivals and venues
- 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 skills 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 had a significance influence on their careers.

Talent Development Coordinator Role

The Agency wants to attract people who have ideas and energy; can think for themselves; have a passionate interest in music; can plan strategically; and can deliver our goals as part of a tight team. The Talent Development Coordinator is a senior position and, working alongside the Director, will play a key role in developing our artist support programmes creating new opportunities for South Asian musicians to develop their work and careers in the music sector/industry and widening the Agency's reach. The postholder will have responsibility for:

- creating & delivering training, development and mentoring programmes for South Asian artists;
- working with the Director to maximise the potential for creating new artists support programmes;
- 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;
- Assisting musicians by signposting them to new opportunities.

This is a rewarding and exciting opportunity for a dynamic individual with energy, drive, and imagination. 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. A strong commitment to creative diversity is essential and a sound understanding of how the live music circuit and recording studios operate would be valuable. We expect you to hit the ground running!



Responsibilities and Tasks

1. Management and delivery of further phases of the *Breaking Barriers* programme.
2. 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.
3. Devising new and innovative creative training and development programmes and exploring new ways of supporting South Asian musicians.
4. Implementing a programme of career development support with musicians at different stages in their careers including mentoring/supporting young musicians.
5. 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).
6. Identifying and working with mentors and trainers on the artist development programme.
7. Managing our commissioning programme and creating and sharing more and new opportunities for Asian musicians to engage with our programmes.
8. Establishing new music sector partnerships in Bristol, the South West and nationally and with music industry companies and venues and developing links with the commercial music sector to develop new opportunities
9. Working with the Agency team to increase opportunities for musicians in our priority places.
10. Establishing effective administrative and support systems, including project planners; providing regular updates to Asian Arts Agency's team members; and 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.
11. 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.
12. Delivering all programmes within agreed budgets, keeping a record of finances and ensuring full record of payments, and invoices.
13. Working with marketing team to share information for the wider promotion of programmes.
14. Representing the Agency at relevant networks to build partnerships with the cultural sector.
15. 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, and liaising with external evaluators).
16. 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
- 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
- Some knowledge of using social media platforms to promote talent development programmes
- 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
- Experience of devising and running training and support programmes
- 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.

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.

How to Apply

1. If you'd like find out any more details about the role before you apply, please email us at jobs@asianartsagency.co.uk mentioning 'Talent Development Coordinator' in the subject.
2. To apply, please send a letter outlining why you would like to work with the Agency. In shortlisting candidates we will assess how your own skills and experience fit with the role and responsibilities of the job. Your letter (max 3 pages) should cover:
 - Your response to the brief and what excites you about the role
 - Your approach to supporting South Asian music development
 - Your relevant experience, how that relates to the role as set out in the person specification and examples of the impact your work to date has achieved
 - How you would shape this role strategically
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.

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

Royal Oak House Royal Oak Avenue Queen Square Bristol BS1 4GB
0117 9291110 www.asianartsagency.co.uk

Registered Charity No. 1086229 Limited Company No. 3961654 VAT No. 922459421





- Letter (no more than 3 A4 pages)
- C.V. (2 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 confirm that you can make weekly visits to the office.

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

Closing date for application: Tuesday 15th September 2026 930am.

Shortlisted candidates will be informed by Friday 18th September.

Please submit your application as soon as possible as we may decide to interview selected candidates prior to this closing date.

Interviews on **Monday 21st September** (*Please indicate if you are available in the application*)

A second interview may be required.

Anticipated start date – as soon as possible from October **2026**.

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