## JOB DESCRIPTION

**Programme Producer: Jazz & Emerging Talent**

B:Music’s mission is to inspire a love of live music, through performance, participation and learning.

Overall Purpose

The purpose of this role is to attract, negotiate and secure a range of programming (including, but not limited to jazz and emerging artists from across the West Midlands region) to take place in the range of venues at B:Music. The role will work closely with national promoters, agents, community event organisers and other users of B:Music’s spaces, offering availabilities, negotiating hire terms and documenting agreements. The role is both reactive to demand from external promoters and proactive in working with the wider programming team in developing B:Music’s own-promoted events.

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**Key Accountabilities**

* Respond to and follow through on requests for dates and costs in an accurate and timely manner
* Maintain an up-to-date knowledge of the status of the diary at Town Hall and Symphony Hall to quickly spot opportunities
* Ensure the diary is as accurate as possible, updating frequently and challenging and removing events that have not progressed
* Present work-in-progress programming and talent development opportunities (working alongside the Talent Development Manager) to internal meetings as and when required
* Under the direction of the Head of Programme, negotiate commercial terms and issue confirmations for higher profile events in both Town Hall and Symphony Hall respectively.
* Agree and communicate on-sale arrangements, promoter ticket allocations, pre-sales and other details ahead of on-sale, to allow for Marketing campaigns to be effective
* To ensure that any artists participating in the programme have the appropriate CoS/FEU/Covid exemption clearance in order to perform in the UK
* To be the public face of Jazz Programming for B:Music
* Update Artifax and other systems with the required event information
* Attend performances to meet promoters and agents as required
* To work alongside the Events Assistant Apprentice to manage events on behalf of B:Music, both on and off site where relevant.
* Assist the Talent Development Manager with the delivery of agreed activity; monitoring and evaluating the success and of the programmes; ensuring all partner/donor/funder requirements are met.
* Represent B:Music at external meetings and industry events
* Adhere to B:Music’s Health & Safety policies at all times and maintain a safe working environment.

**Key Performance Indicators**

* Achievement of B:Music’s target for the budgeted number of jazz events in each financial year
* Efficiently and effectively record and share appropriate event information in line with the requirements of B:Music and ahead of any activity
* Working alongside the Talent Development Manager, to plan and deliver a year-round talent development programme, building on the work of previous programmes and contributing to the charitable objectives of B:Music
* To contribute to the ongoing development of monitoring and evaluation methodologies, ensuring they are incorporated into all project plans
* Responsible for the fair recruitment of appropriately skilled freelance artists for project delivery and to expand this workforce by developing shadowing opportunities and trainee places on projects
* To ensure a high standard of practice and consistency in achieving the overall B:Music charitable objectives
* To develop and maintain relationships with education providers, and community and voluntary organisations working with children and young people
* To work with partners such as Cheltenham Jazz Festival and Moseley Jazz, Funk & Soul Festival to provide opportunities for Birmingham musicians to be showcased
* To work alongside colleagues and project partners to plan and develop Jazz Electives, Jazzlines Summer School, Jazzlines Ensemble, and other pilot projects
* To manage project budgets and comply with all B:Music and funder financial policies and procedures
* Negotiate financial arrangements with performers and partners where necessary, working towards value for money

* To continue to build excellent working relationships with grass root organisations / emerging artists to make initial steps in developing the Talent Development programme of the organisation beyond the scope of jazz – working alongside the Talent Development Manager.
* Duties and responsibilities will vary from time to time and the post holder will be expected to perform other such duties that are reasonably comparable.

**Personal Specification**

**Essential**

* Good knowledge of music (in particular, jazz and the local Birmingham music scene) and music education of all kinds, and a willingness to expand.
* Must possess experience of developing talent or an ability and commitment to learn
* Must have previous experience of successfully identifying partners and working in partnership with a wide range of individuals and organisations
* Must have previous experience in recruiting and managing freelance staff
* Excellent teamworking skills balanced with a need to be self-motivated and able to use own initiative
* Must be computer literate, able to use standard Microsoft office products together with a willingness to learn
* Experience of working with community and grass roots music organisations
* Clear communication skills, to articulate verbally and in writing; negotiate and represent effectively to a wide range of internal and external audiences.
* Good administrative and organisational skills; balance a number of competing demands; produce accurate and timely information.
* Some experience of targeting work to specific audiences and creating relevant content
* Experience of venue processes, including production and project management, budget compilation, monitoring costs and negotiation
* Flexible in approach to the role and to the tasks together with a willingness to embrace change
* Enjoys team working, supporting others as well as inviting support and the input of others.

**Desirable**

* Experience of developing and maintaining productive relationships with promoters
* Some experience of managing a high volume of events
* Knowledge of jazz music and music education
* Good connections with the emerging/grass roots music scene in Birmingham and the wider West Midlands region

**Department:** Programming

**Contract type:** Permanent, Full Time

**Salary:** £22,287 - £25,471

**Location:** Symphony Hall, Town Hall and remote working (currently being trialled)