Asian Arts Agency

JOB DESCRIPTION

Position:	**PROJECT COORDINATOR**
Contract type/length:	**4 days a week**
Contract length:	**One year fixed with possibility of extension**
Salary:	**£ 24,000 - £28,000 (pro rata based on experience)**
Hours :	**30 hours per week. Evening and some weekend working will be required, with time off in lieu as agreed with the Director**
Holiday entitlement:	**20 days pro rata plus statutory Bank Holidays**
Reporting to:	**Director**

Summary

Asian Arts Agency (Bristol) (www.asianartsagency.co.uk) is a dynamic arts development agency that develops, promotes and supports international contemporary and traditional South Asian arts in the South West. Its vision is to mainstream high quality South Asian Arts in the south west of England and nationally.

As one of the UK's premier Asian Arts development agencies, we develop, commission, produce and promote a range of music events and touring productions including visual arts, contemporary music and film and as well as coordinating festivals, exhibitions and long-term theme-based projects including education and participation. The Agency works with audiences from all communities and age groups including providing activities for school, colleges, festivals, galleries, and in community and mainstream venues.

With modern offices based in Queen Square Bristol and a short walk from Bristol City Centre, our work is busy but fun and rewarding. Asian Arts Agency is an Arts Council England National Portfolio Organisation and Key Arts Provider for Bristol City Council.

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Project Co-ordinator Role

This is a key role in the Agency working alongside the Director to coordinate and promote the Agency's touring and events programmes and input into any related international work. The Project Coordinator has responsibility for all operational aspects of touring including tour booking and management; delivery of the touring and events programme; liaison with artists, festivals and venues; and ensuring that all the related administrative and operational procedures are run efficiently. The post holder will also play a vital role with the Director in developing the Agency's relationships with venues and promoters, including identifying and recruiting new venues and promoters.

Responsibilities and Tasks

1. Coordination and delivery of the Agency's events and touring programmes
2. Liaising with artists to ensure that touring and events arrangements are agreed and implemented efficiently
3. Managing the administration of touring and events programmes including booking, contracting, issuing work permits (where required), agreeing contract 'rider' terms with artists and managements
4. Tour and event operational management including liaising with technicians, venue staff, security, external suppliers and the public
5. Liaising with venues and promoters to ensure that all contractual and operational arrangements are in place
6. Liaising with Agency marketing and PR personnel to ensure high quality marketing support including timely provision of marketing materials and support
7. Budget and time management for events/tours
8. Assisting the Director to generate income for events and touring programmes
9. Building new relationships with venues and businesses on the behalf of the Agency

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10. Dealing with artists/agents and venues and promoters to set up tours and ensure that tour patterns are logical and achievable
11. Planning and coordinating tour itineraries including hotel and travel arrangements
12. Keeping records of events and programmes including digital archiving
13. Carrying out event evaluations (collating audience figures, venue feedback and recommendations for future events and liaising with external evaluators).
14. Recruiting, coordinating and overseeing volunteer, assistants, intern support and event coordinators/Tour managers
15. Establishing effective support systems, including managing the project planner and providing regular updates to the Asian Arts Agency's team members
16. Any other duties that may be reasonably required of the Project Co-ordinator.

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Person Specification

Skills and Experience Required

Essential

- Minimum 3 years experience of event/project management
- Strong negotiation skills
- Practical tour management experience - ideally in the music sector (dealing with venues, agents, technicians, artists etc.)
- Ability to juggle multiple priorities and solve problems
- 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
- Excellent timekeeping and organisational skills
- An understanding and commitment to contemporary South Asian arts practice
- Community/arts development experience
- Experience of building partnerships and dealing with artists, promoters, venues and production companies
- Computer literate & IT competence
- Health and Safety Awareness
- An understanding and commitment to Equal Opportunities
- Willing to work during some evenings and weekends
- Prepared to travel in Bristol and the UK where required
- Excellent budget management experience
- Own car and full driving licence.

Desirable

- At least 3 years experience of working in an arts environment
- Existing contacts with the music touring sector in the SW region and nationally
- Experience of working with South Asian artists
- Knowledge of online and social media tools to develop and reach clients
- Experience of working with children and young people
- Interest and understanding of contemporary South Asian arts scene
- Familiarity with current developments in the arts in Bristol and in the national music touring scene.