ASIAN ARTS AGENCY
Job Description

Position:	**Events Assistant**
Contract Type:	**2 days per week**
Contract length:	**6 months with possible extension**
Hours:	**15 hours per week (Evening and some weekend working maybe be required)**
Pay:	**£16,000 - £20,000 pro rata (depending on experience)**
Holiday entitlement:	**20 days' pro rata plus statutory Bank Holidays**
Reporting to:	**Project Co-ordinator**

About Asian Arts Agency

Asian Arts Agency based in 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 and nationally. Its vision is to mainstream high quality South Asian art.

As one of the UK's premier Asian arts development agencies, the organisation develops, commissions, and produces a range of arts and music events. This includes events and tours; international work; programing for festivals; digital exhibitions; artist development programmes; education and participation activities. The Agency works with audiences from diverse communities and age groups at community and mainstream venues and festivals. Asian Arts Agency has built a national and international reputation for its dynamic work.

With modern offices based in Queen Square Bristol, a short walk from Bristol City Centre, our work is busy, but fun and rewarding.

Events Assistant role

The Asian Arts Agency has a successful track record of delivering a range of events, national tours and international activity. In order to respond to a busy period of events and touring activity, we are looking for an experienced person to join our team and to assist our project co-ordinator for the smooth delivery of our events and projects.

We are looking for someone with an enthusiasm for the arts and the ability to self-motivate. If you are an events all-rounder with excellent knowledge of the process of event co-ordination, tour booking and organisation, we would love to hear from you.

The role will support the delivery of Asian Arts Agency's touring and events programme, liaising with a variety of venues and artists and ensuring that all the related administrative and operational procedures are run efficiently. You will be required to attend events in person, in some instances taking overall responsibility for the successful delivery of the event.

Main responsibilities and tasks:

- In conjunction with the Project Co-ordinator, liaising with artists to ensure that touring and events arrangements are agreed and implemented efficiently
- Assisting with the administration of touring and events programmes including booking, contracting, and agreeing contract 'rider' terms with artists and managements
- Liaising with technicians, venue staff, security, external suppliers and the public
- Liaising with venues and promoters to ensure that all contractual and operational arrangements are in place
- Liaising with Agency marketing and PR team
- Planning and coordinating tour itineraries including hotel and travel arrangements
- Any other duties that may be reasonably required of the Events Assistant.

Person Specification

- At least 3 years' experience of working in an events or project management role (E)
- Experience of working in the arts (D)
- Practical tour management experience, ideally in the music sector (dealing with venues, agents, technicians, artists etc.) (E)
- Good oral communication skills and ability to deal with people at all levels (E)
- Ability to juggle multiple priorities and solve problems (D)
- Ability to take responsibility, work independently, use initiative and work as a part of a team (E)
- Experience of travel arrangement, booking hotels, flights etc. and securing value for money. (E)
- Excellent time management skills (E)
- Interest in, and some knowledge of, contemporary South Asian music and arts (D)
- Knowledge of the live music and arts touring scene in the UK (D)
- Computer literacy & IT competence (E)
- Full UK driving license (D)

Personal Attributes

Education / Qualifications

- Educated to University / College degree level or equivalent (D)

Personal Attributes

- An enthusiastic and collaborative attitude (E)
- A keen interest in working with South Asian music and arts (E)
- Commitment to own learning and professional development (E)
- Commitment to equality and diversity (E)
- A strong attention to detail (a high level of accuracy) (E)
- An ability to work independently and to use own initiative (E)
- Strong interpersonal and team working skills (an approachable manner) (E)
- Excellent written and spoken English language communication skills (E)
- Willingness to work on some evenings and weekends (D)

Where and when to send your application:

The deadline for applications by email or hard copy is 5pm Wednesday 28th June 2017.

To apply, please send a completed application form by email to: jobs@asianartsagency.co.uk or by post to the following address:

Asian Arts Agency
Royal Oak House
Royal Oak Avenue
Queen Square
Bristol BS1 4GB

Please put **EVENTS ASSISTANT** as the subject for emails.

You are responsible for ensuring that your application reaches us on time and for following up to confirm that we have received your application.

Shortlisted candidates will be contacted by Thursday 29th June to be invited to an interview. Interviews for the post will be held at our office on Monday 3rd July.

Asian Arts Agency is an equal opportunities employer and welcomes applicants from all sections of the community.

Supported using public funding by
ARTS COUNCIL ENGLAND