Asian Arts Agency

JOB DESCRIPTION

Position:	**Project Manager (Talent Development)**
Contract type:	**40 days**
Contract length:	**Fixed term, freelance contract**
Reporting to:	**Director**

About Asian Arts Agency

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 music and arts in the UK and internationally. Our primary vision is to break down barriers by mainstreaming high quality South Asian music in the UK and internationally. The Agency works with audiences from all communities and age groups and plays a key national role in promoting creative diversity in the UK. As one of the UK's premier Asian arts development agencies, we develop, commission, produce and promote a range of contemporary Asian music events and touring productions. In addition we programme for festivals and coordinate international showcases.

Support for UK-based South Asian artists is at the heart of our work and ***Breaking Barriers*** is a new project conceived and developed by Asian Arts Agency to create talent development opportunities for South Asian musicians who have experienced a negative impact from Covid 19. We aim to provide them with the knowledge, expertise, new commissioning opportunities and skills to succeed as professional musicians.

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 (NPO) and Key Arts Provider for Bristol City Council. The Project Manager would be expected to work from home in the first instance but at our office base in Bristol as Government lockdown guidance relaxes.

Project Manager Role

The Agency seeks to appoint an experienced music professional to work with the Director in delivering our **artist development initiatives including new music commissions, training and development activity and our *Breaking Barriers* project**. We are looking for someone with an excellent understanding of the music sector/industry and an understanding of barriers faced by South Asian musicians (including challenges faced by disabled musicians).

The successful candidate will have high level project management skills and the ability to deliver a project from inception to completion; excellent time-management skills; a keen attention to detail; a flair for communicating well, especially with artists/musicians and a range of project partners; sensitivity and tact; and a commitment to ensuring equality of access. He/she will be a self-starter with knowledge and understanding of digital music production and the recording industry. Candidates must be available to work through the summer period.

Key success criteria:

1. Efficient and effective delivery of the *Breaking Barriers* project from start to finish, on budget and to time with key outputs achieved.

2. An effective, completed mentoring and training support programme for the cohort of South Asian musicians leading to the production of high quality digital music productions; new opportunities for the musicians to create and disseminate work;

3. A high level of satisfaction with the programme by the participating musicians.

4. The establishment of strong partnerships and relationships with the partner companies and organisations with high levels of partner satisfaction with the Agency and its work.

4. A brief summary report of activity undertaken highlighting key outputs achieved.

Key skills required:

- Ability to plan, implement and complete the project programme to ensure high level project management.

- Excellent communication skills and the ability to work closely and sympathetically with the industry partners and musicians and with South Asian musicians and disabled musicians in particular.

- Solid management and administrative skills including the ability to work independently with a high level of self-motivation; excellent-time management skills; and the ability to write clearly and persuasively.

- Strong interpersonal skills with a demonstrable track record in liaising with a variety of music professionals and musicians.

- A high level of self-motivation

- Strong organisational skills, good record keeping and ability to work in a small team.

- Understanding of digital platforms including some knowledge of virtual platforms.

Detailed Roles and Responsibilities:

1. Delivering the *Breaking Barriers* project from inception to completion including preparing a project plan and timetable; preparing/finalising costings; developing the digital content with our marketing/digital team; and setting up and coordinating all elements of the programme (with the Director's overview).

2. Preparation and implementation of the selection process for music commissions, including coordinating artist recruitment where required, to be undertaken by the Director and Board.

3. Liaison and working with the industry partners to set up the various elements of the above project including recording sessions/bursaries; commissions; online training; mentoring and residency arrangements; performances; and ensuring the smooth running of the project.

4. Working with and supporting and artists and ensuring that all project strands are delivered with full artist engagement; contracting; ensuring that payments are on time and to budget; and with key outputs identified.

5. Working with the Agency internal team, including the Director and Project/Events Co-ordinator to ensure all arrangements, including technical, are in place for events.

6. Ensuring full and regular communication with the Director/Agency team and all project participants at all times during projects including via e-mail, social media and in virtual and person to person meetings.

7. Working with the digital companies and partners to create digital performance opportunities.

8. Supporting relevant marketing and digital advertising campaigns to be run by Asian Arts Agency including working with the Marketing and Digital team to promote *Breaking Barriers* and new content created on digital and social media channels.

9. Ensuring that the project runs efficiently and that any challenges or issues are addressed and resolved in good time.

10. Ensuring that the project achieves its objectives and targets and is fully documented and recorded.

11. Supporting the evaluation process in consultation with the Director and Agency team.

12. Representing Asian Arts Agency with artists and industry partners.

Person Specification: The candidate will be able to demonstrate:

Essential

- An understanding of the barriers and challenges faced by South Asian musicians and empathy towards South Asian music and the needs and demands of musicians.

- An excellent understanding of the music sector/industry and experience and track record (ideally three years) of working with music industry companies/agencies.

- Sound experience and knowledge of digital music production.

- Experience of working with culturally diverse artists/organisations and with Asian musicians and/or South Asian arts.

- Demonstrable experience of delivering complex multi-stranded music/arts projects to a fixed timescale.

- An understanding of all elements of the project (artists' recruitment and commissioning, training, mentoring, recording and digital production, residencies, promoting music via social media).

- Ability to work in a team with creative ideas and solutions

- The ability to work to deadlines and manage work effectively and with attention to detail.

- Experience and understanding of social media and digital platforms, (Facebook, Instagram, Twitter, Tik Tok, YouTube) and how to use them effectively in promoting music digitally

- Understanding of new music platforms and the best approach to maximise opportunities.
- Excellent organisational skills with some experience of recording and collecting data.
- High level of IT competence.
- Ability to work independently and under pressure within a fast moving environment and to use initiative.
- Commitment to working in a music/arts environment.
- Commitment to creative diversity.
- Excellent communication skills.
- Ability to work from home.

Desirable

- Experience of working in an arts environment.
- Direct experience of the music sector - producing and recording, promoting music online, labels, and streaming services.
- Experience of drafting commissioning contracts and agreements.
- Experience of running complex arts projects.
- An understanding of how to make events accessible to all i.e. BSL interpreters, closed captions, transcriptions, etc.
- Ability to drive and have own car.

How to Apply

We are seeking applications from individuals regardless of age, gender, ethnicity, disability, sexuality, religion and/or belief. We would like to encourage deaf or disabled applicants to apply. Please contact us if you need more support towards your application

Please send by email your completed application form to Jaswinder Singh **jobs@asianartsagency.co.uk –** If you'd like to talk with Jaswinder about the project or the role before you apply, please email at jobs@asianartsagency.co.uk to arrange a time to speak.

Closing date for application: Monday 5th July 9.30 am.

- Short-listed candidates will be contacted by Friday 9th July 2021
- Interviews will be held on Monday 12th July 2021
- Second interview (if required) t.b.a.
- Confirm that you are available for the interview day.

Unfortunately we are unable to contact applicants not short-listed for interview.

Contract Terms

The position if offered on a freelance contract to deliver the brief within the timescale below. The post will be based at the Agency's Bristol office

Fixed Fee: £8,000 (£200 per day x 40 days)

Location: Due to the current Covid 19 restrictions we will remain flexible to the current circumstances in our work. While some of the Project Manager's work may be carried out remotely, especially in the first instance, there will be times when you will be required to take part in face to face team, community and/or partner meetings (which will be Covid secure). We anticipate that the work will be carried out largely from our office base subject to Government guidance.

Hours of work: To be self-managed and logged according to planned delivery needs.

Tax and N.I.: This is a freelance contract for services and the successful applicant will be responsible for his/her own tax and National Insurance liabilities and contributions.

Payment: The fee will be paid in instalments.

Timescale

The role will commence as soon as possible in July 2021 and continue until March 2022 or until the full brief has been delivered. It is essential that the applicant is able to work on the project through summer 2021.

Diversity and Equality – Our Commitment

Asian Arts Agency is highly committed to promoting diversity and values all people. We welcome and encourage applications from those currently underrepresented in our workforce and in the arts community; including disabled people. 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.