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:	**£27,000 - £30,000 (pro rata based on experience)**
Hours :	**22.5 hours per week. Some evening and 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**
Location	**The role can be undertaken remotely with regular visits to the Agency office in Bristol.**

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 and music 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.

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.

AsianArtsAgency

Project Co-ordinator Role

This is a key role in the Agency working alongside the Director to coordinate and deliver 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 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.

This is a challenging and exciting opportunity for a dynamic individual with a love of live music and a commitment to new music development. You will work with musicians of international standing and leading industry recording studios, visit major venues and festivals and travel to live events nationally and, at times, internationally.

Responsibilities and Tasks

1. Coordination and delivery of the Agency's events and touring programmes, including liaising with artists to ensure that touring/events plans are agreed and implemented efficiently.
2. Managing the administration of touring and events programmes including budgeting and planning; bookings; contracting; issuing work permits and agreeing contract 'rider' terms with artists and managements.
3. Tour and event operational management including liaising with technicians, venue staff, security, external suppliers and the public.
4. Liaising with venues and promoters to ensure that all contractual and operational arrangements are in place.
5. Liaising with Agency marketing and PR personnel to ensure high quality marketing support including timely provision of marketing materials and support.
6. Assisting the Director to generate income for events and touring programmes.
7. Building new relationships with venues and businesses on behalf of the Agency.
8. Dealing with artists/agents and venues and promoters to set up tours and ensure that tour patterns are logical and achievable
9. Planning and coordinating tour itineraries including hotel and travel arrangements.
10. Recruiting, coordinating and overseeing volunteers, assistants, intern support and event coordinators/Tour managers.
11. Establishing effective support systems, including managing the project planner and providing regular updates to the Asian Arts Agency's team members.
12. Ensuring efficient data collection and recording related to all aspects of touring and events, including information required by funders (e.g. Arts Council, Bristol City Council) including digital archiving and supporting event evaluations (collating audience figures, venue feedback and liaising with external evaluators).
13. Any other duties that may be reasonably required of the Project Co-ordinator.

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.)
- A good understanding of the contractual and practical realities of live touring (e.g. technical issues, artist riders, negotiating the hire of specialist equipment)
- 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 competency
- 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 and in the national music touring scene.
- An understanding of the barriers faced by South Asian and other diverse musicians in the UK.

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.