Asian Arts Agency

JOB DESCRIPTION

Position: **MUSIC ENGAGEMENT MANAGER**

Contract length:	**One-year renewable contract**
Salary:	**£30,000 - £35,000 (pro rata based on experience)**
Hours :	**37.5 hours per week (some evening and weekend working will be required with time off in lieu as agreed with the Director. The Agency is open to discussing a freelance contract arrangement for this position as an alternative to a PAYE position.**
Holiday entitlement:	**20 days plus statutory Bank Holidays**
Pension	**The Agency participates in the NEST workplace pension scheme**
Reporting to:	**Director**
Location	**The role can be undertaken remotely with regular/weekly visits to the Agency office in Bristol (hybrid working is subject to agreement)**

About Asian Arts Agency

Asian Arts Agency (www.asianartsagency.co.uk) develops and promotes international, contemporary and traditional South Asian music and arts nationally and internationally. As a leading UK music and arts agency, we are building our team to take forward our ambitious plans. In recognition of our national importance and reach we have received increased investment from Arts Council England to enable us to take forward our ideas over the next three years.

We are looking for someone to develop and manage our music (education and participation) engagement programmes. If you have a background in arts/education/community engagement; imaginative ideas about devising and delivering learning and participatory programmes; and enjoy working with musicians, artists and other professionals, this could be the role for you. In particular we want to make greater use of digital platforms in our engagement work and this will be an exciting opportunity to work strategically in a vibrant and diverse arts organisation working across England and internationally with major artistes and venues.

AsianArtsAgency

What We Do

Our aim is to celebrate the brilliance of South Asian music and to bring the experience to a wider and more diverse audience. We work to break down barriers by mainstreaming high quality South Asian music in the UK and internationally bringing World class South Asian musicians to the UK to venues that have included the South Bank; Barbican and St. Georges Bristol. We are totally committed to changing the way people think about South Asian music and influencing society to embrace diversity in all its forms and our engagement programmes are central to this as we reach out to audiences and participants from all communities and age groups and play a key national role in promoting creative diversity in the UK.

As one of the UK's premier Asian music and arts development agencies, we develop, commission, produce and promote a range of contemporary Asian music events and touring productions; programme for major festivals (e.g. WOMAD); and coordinate international showcases. Our recent artists support project, ***Breaking Barriers***, involved working with leading companies in the music industry (Real World Studios, BPI). This provided a unique opportunity to over 30 South Asian musicians to make music at World class studios and venues.

Learning, education and participatory programmes are central to our engagement work. We aim to develop partnerships with formal and informal learning providers, open up links with new communities and create opportunities for people of all ages to learn about and experience South Asian music in various settings. Our Music Engagement Manager will expand and support our network of musicians to create a skilled workforce to support of our engagement programmes. We are an ambitious organisation on the move with further growth and expansion planned.

Our office is in Bristol City Centre and our work is busy but fun and highly rewarding. The Agency is an Arts Council England National Portfolio Organisation (NPO) and Key Arts Provider for Bristol City Council.

Going Forward

With our increased funding and ambitious growth plan we are building our team with new posts and attract people who have ideas and energy; can think for themselves; plan strategically; and deliver our goals as part of a tight team.

Over the next three years we will be:

- creating a range of new programmes including national tours by international artists, music festivals, commissions, and other live music events
- expanding our reach nationally and internationally

- building new partnerships with major festivals and venues
- creating new engagement programmes and partnerships regionally and nationally including with the national network of music hubs
- extending our support for home grown artistes and building a skilled cohort of music learning specialists
- rebranding the Agency to reflect our growing role
- increasing our support for digital production and extending our digital reach
- and raising our profile at home and abroad.

Our programmes are varied and we want to reach out to more people through South Asian music participatory and learning projects and programmes in Bristol, the South West and in partnership with venues and agencies across England. Our engagement projects have deepened the experience of South Asian music for many people and our increased use of digital technology has been a key part of this strand of our work.

The Agency embraces new ways of working and **we already have measures in place to facilitate hybrid working** while ensuring that all staff can work together as a team via pre-arranged and regular attendance at our offices.

Music Engagement Manager Role

This is a key role in the Agency working alongside the Director. The Music Engagement Manager has responsibility for developing our engagement strategy and programmes and widening the Agency's reach. In particular our engagement programmes will be designed to:

- Give people more opportunities to learn about and experience South Asian music
- Share the excitement and skills of South Asian music with more people in different settings
- Devise learning programmes and projects that create new opportunities for young people
- Create more opportunities to engage young people with South Asian music
- Work with high quality musicians to develop opportunities for learning and participation
- Create new ways of involving people via digital media and online projects
- Extend our reach to new sectors and places and devise new programmes to connect with communities, music hubs, schools etc.

AsianArtsAgency

This is a rewarding and exciting opportunity for a dynamic individual with energy, drive, imagination, a love of live music and a commitment to widening access to music and the arts and increasing knowledge and appreciation of South Asian music. You will work with musicians of international standing and leading arts sector agencies, visit major venues and festivals and work with imaginative and inspiring individuals including international artists. We expect you to hit the ground running!

The successful candidate will be:

- an experienced arts and/or education professional with a track record in devising and delivering high quality engagement programmes and projects, including via digital means; in community settings; with young people in informal settings; and in the formal education sector.
- a committed lover of music and the arts with empathy for South Asian music (though not necessarily a specialist in this field) and promoting South Asian music talent
- with a strong commitment to creative diversity
- a creative thinker and team player with energy and drive
- an excellent manager and administrator of programmes and projects with an ability to work closely and sympathetically with partners and venues
- with understanding of the opportunities for working with musicians to share the experience of South Asian music with a wide range of people, and young people in particular
- a persuasive and compelling operator with a high level of diplomacy
- and an excellent track record in all aspects of delivery.

Responsibilities and Tasks

1. Developing and implementing the Agency's engagement strategy and plan of action.
2. Working with the Director to develop and devise new creative programmes and projects and recruiting and supporting South Asian musicians to develop workshops and projects.
3. Engaging and a wider range of communities and, especially South Asian communities.
4. Implementing our programme of Asian music workshops with children in schools and out of school supporting young people to widen their musical knowledge and experience, improve skills and assist in developing pathways to careers.
5. Managing the planning and successful delivery of our education and learning programmes.
6. Working in partnership with other agencies involved in arts and education including the national network of Arts Council funded arts education Music Hubs/services; arts venues and festivals; and other arts organisations to devise new partnership programmes.
7. Liaison with the education sector including music services in targeted areas (e.g. Slough, Swindon, Gloucester) to develop and expand partnership programmes creating opportunities for young people from South Asian communities.
8. Working with the Agency team to increase education and learning work in our priority places and targeted areas and to establish formal partnerships with key local authorities.

AsianArtsAgency

9. Working with other Agency staff to maximise opportunities for learning programmes (e.g. workshops, talks, demonstrations, masterclasses) by artists on tour and to develop digital learning programmes.
10. Ensuring that all contractual, legal and operational arrangements are in place in education and learning programmes and ensuring health and safety, safeguarding and equal opportunities compliance requirements are fully met.
11. Assisting the Director to generate income for education and learning programmes, including leading on and assisting with funding applications.
12. Building productive relationships with education/learning staff at venues, festivals, and other agencies and establishing new CYP sector partnerships in Bristol and the South West.
13. Establishing effective administrative and support systems, including project planners and providing regular updates to Asian Arts Agency's team members.
14. Ensuring efficient data collection and recording related to education and learning, including information required by funders (Arts Council, Bristol City Council) including digital archiving and supporting evaluations (collating audience figures, venue feedback and liaising with external evaluators).
15. Any other duties that may be reasonably required of the Music Engagement Manager.

Person Specification

Skills and Experience Required

Essential

- Minimum 3 years' experience of arts/music engagement programme delivery and management
- Strong negotiation skills
- Practical experience or devising and delivering learning and education programmes - ideally in the music sector (dealing with venues, the education sector, artists, community organisations, other arts agencies, etc.) and excellent organisational skills
- An understanding of the education sector and informal youth sector
- Ability to juggle multiple priorities, solve problems and work under pressure
- Financial experience - budgeting for small to large scale projects from inception to delivery
- 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
- An understanding and commitment to contemporary South Asian arts practice
- Experience of building partnerships and dealing with artists, venues, schools and creative artists and companies
- Computer literate & IT competency
- Health and Safety awareness
- An understanding and commitment to Equal Opportunities
- Willing to work during some evenings and weekends and prepared to travel in Bristol and the UK where required

Desirable

- At least 3 years' experience of working in an arts environment with a focus on devising and managing learning projects
- Existing contacts with the education sector in the SW region and nationally
- Experience of working with Music Hubs and similar agencies
- Experience of fundraising for educational and engagement projects
- Experience of working with South Asian communities and artists and understanding of the barriers faced by them and other diverse musicians in the UK.
- Interest in and some understanding of the contemporary South Asian music scene
- Experience of working with musicians on participatory and learning programmes
- Familiarity with current developments in the arts and education in the South West
- Community/arts development experience
- Access to a car and full driving licence.

AsianArtsAgency

Diversity and Equality

Diversity is central to the Agency's work and we are highly committed to promoting diversity and values of equality in all our work. We believe in working respectfully, listening to our artistes, audiences and partners and adopting working practices that respond to the needs of our clients and staff. Our diverse Board plays a key role in overseeing our work and supporting the Director in maintaining a strong focus on diversity.

The Agency is committed to continuing staff development and finding ways to meet any challenges faced through support for training and CPD and finding ways to accommodate the needs of staff.

We welcome and encourage applications from those currently under-represented in our workforce and in the arts community; including those from diverse and global backgrounds and people with disabilities. 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.

How to Apply

To apply, please complete the application form and send a letter outlining why you would like to work with the Agency; what excites you about the brief; the relevant skills and experience you can bring to the role; and how you meet the skillsets and requirements of the role as set out in the person specification. Please outline how your professional experience and skillset and make you a suitable candidate.

In addition to your experience of engagement programmes we want to know about your commitment to or interest in music and the arts and how you see this role contributing to our work in promoting diversity. In shortlisting candidates we will assess how your own skills and experience fit with the role and responsibilities of the job so please refer to these above. Please attach a CV and the names of two referees with experience of your work.

1. Please complete the Application Summary Sheet and Equal Opportunities Monitoring Form and submit with your application.
2. We are seeking applications from individuals regardless of age, gender, ethnicity, disability, sexuality, religion and/or belief.
3. Knowledge of South Asian music/arts is an advantage, but not essential.
4. This role has the potential to be undertaken via a hybrid working model; if you anticipate this way of working please set out in your application how you anticipate this working practically.

In summary please send your written application with the following information:

1) Letter (no more than 2 A4 pages).
2) C.V. (3 pages maximum).
3) Application Summary Form with contact details of 2 referees with email addresses and phone numbers (including a recent employer if appropriate).
4) Completed Equal Opportunities Monitoring form (attached).
5) Your proposal for hybrid working if you wish us to consider this option.

Note: CVs submitted without the above will not be considered.

Email your proposal, along with the monitoring form, to **Jaswinder Singh**
jobs@asianartsagency.co.uk

Closing date for application: Monday 2nd December 2024 at 9.30 am.

Please submit your application as soon as possible as candidates shortlisted early may be interviewed prior to the closing date.

We aim for the successful candidate to start as soon as reasonably possible.

Start date: as soon as possible.

Ends