



Ribble Valley Jazz & Blues

Ribble Valley Jazz Festival Manager 2019

www.rvjazzandblues.co.uk - www.rvjazzfestival.co.uk

Job Description & Person Specification

Title: Festival Manager

Reports to: Festival Management Team

Contract: 7/8 months fixed term freelance contract

Fee: circa £7,200

Time: Fixed term contract: September/October or December 2018 to mid-May 2019

No fixed hours - Working remotely- flexible time management - Full-time during festival 2nd/6th May 2019

Introduction & Background

Ribble Valley Jazz & Blues is a charitable company, based in Clitheroe, and managed by a Board of Management - a group of up to 10 jazz & music enthusiasts with a mission for promoting higher levels of participation in jazz and related music genres for musicians and audiences.

Currently, we organise several activities: monthly gigs featuring national & international musicians; dinner jazz in local hotels & restaurants; rehearsals & performances by two community bands; skills workshops for musicians; monthly jazz jams; an annual jazz festival. We support the development of a Preston Jazz & Improvisation Festival set up by the University of Central Lancashire, a key partner. Other key partners include Arts Council England, The Grand Theatre Clitheroe, James Places/Holmes Mill, and several other public, private and voluntary sector organisations.

Our 12 years experience of promoting participation in jazz is sustained by recognition of jazz's black music heritage. Jazz is an art form born out of oppression, which inspires us to promote broad based culturally diverse jazz programmes that increase participation in jazz for women, young people, disabled people, older people, people from BAME communities, people from LGBT communities and people on low incomes; thus creating great jazz & arts experiences for all.

Our annual festival is now promoted internationally, with increased bookings of top UK and international artists. It promotes 70+ ticketed & free, indoor & outdoor gigs in multiple venues, and includes cross-arts activity including dance, poetry, and classical music.

Job Description

Ribble Valley Jazz & Blues is responsible for the management of Ribble Valley Jazz Festival which celebrates its 10th Anniversary from 2nd to 6th May 2019. We are looking for a Festival Manager to join the Festival Management Team which is comprised mainly of volunteer members of RVJ&B. This is a new post. The appointed person will play an important role in organising Ribble Valley Jazz Festival 2019. The Festival Manager will work closely with the Festival Team in the planning, development and delivery of the festival which will run from Thursday 2nd to Monday 6th May - May Day Bank Holiday Weekend. The manager will take a key role in the overall programming and management of the festival.

The Festival Manager may be a jazz fan with experience of jazz communities in the region. S/he may have good local & regional awareness, and have some experience of working with jazz musicians and audiences in the North West. S/he will be a good communicator who will have knowledge and experience of working well in and with teams, with jazz networks, and with festival partners and supporters. S/he will be a good planner who will have experience of liaising with musicians/bands. Much of the festival planning can be done remotely, but the Manager will need to be accessible and available for local meetings with the Festival Team, and with festival partners.

Ribble Valley Jazz & Blues is an equal opportunities organisation and welcomes applications from all individuals regardless of their race, sex, disability, religion/belief, sexual orientation or age.

Key Tasks - Roles & Responsibilities

As Festival Manager you will work with, and be supported by the Festival Management Team in the planning, management & delivery of the 2019 jazz festival, and any associated events and activities. You will be the key point of contact in delivery of festival events, and manage event staff at the festival. It is likely that the manager will be staying in Clitheroe in the lead up to, and during the festival.

You will:

1. Work closely with the Festival Team in planning, developing and delivering a successful festival, taking a key role in the overall programming and management of the festival;
2. Work with the Festival Team in producing a delivery plan that includes identified delegated roles for all members of the Festival Team, particularly in terms of programming, budgeting, marketing, and liaison with artists, venues, partners, volunteers;
3. Be directly involved in programming the festival with core members of the Festival Team, making enquiries with artists/musicians/bands, confirming bookings, liaising effectively with artists/agents, and being the first point of contact for enquiries from artists, partners, and venues; shaping events in cooperation with colleagues, artists, partners, and venues;
4. Be central to the development and delivery of a marketing plan, in collaboration with the marketing team; especially in relation to brochure production, and the use of social media;
5. Collaborate with key festival partners from the business, public and voluntary sectors; prioritising cooperation with The Grand, Holmes Mill, Graphic Designer, Arts Council England;
6. Undertaking any relevant event/festival administration relating to festival management, ensuring festival meetings are recorded, and appropriate records are maintained; correspondence with artists, partners and venues is efficiently dealt with;
7. Coordinate planning and delivery of technical resources required by artists/bands/venues in collaboration with Festival Team colleagues;
8. Collaborate with members of the Festival Team in the setting up and delivery of monitoring and evaluation processes, and contribute to the production of a final festival report for RVJ&B Board, and for partners;
9. Undertake any other duties/activities as reasonably requested for the delivery of a successful the festival, commensurate with the status of the post.

Person Specification - E = Essential - D = Desirable

Skills

1. Strong administrative and verbal communication skills (E)
2. Excellent IT skills that support good communications, that support use of social media, and promote excellent marketing activity (E)
3. Project & event management (E)
4. Ability to work to agreed budgets, and budget timescales (E)
5. Ability to self-manage and self-motivate - capacity to multitask - working to tight deadlines (E)
6. A capacity to collaborate & communicate effectively (E)
7. Ability to work collaboratively within a small dedicated team (E)

Experience

1. Involvement in working in, and/or collaborating with local/regional/national jazz promotional networks (D)
2. Working with and managing volunteers (D)
3. Project, event, festival management (E)
4. Engaging, supporting, developing & maintaining relationships with funders, partners, supporters, venues (E)
5. Working with agents and promoters in live music, and preferably in jazz (D)
6. Working effectively in a small and well motivated team (E)
7. Working as a musician or with musicians within the jazz art form (D)
8. Working in and/or managing funded projects - possibly with Arts Council England, in UK (D)

How to apply

You will need to submit a brief CV, including two references with their email addresses, and a supporting statement of no more than two pages A4, telling us how your knowledge, skills and experiences meet the requirements of the Person Specification.

Submissions should be sent by email to phillee@rvjazzandblues.co.uk by Monday 24th, September, 2018

Shortlisted candidates will be contacted by email and invited to an interview in Clitheroe on Tuesday 9th, October, 2018

If you have any questions please contact phillee@rvjazzandblues.co.uk