

NEWHAMPTON ARTS CENTRE

JAZZ DEVELOPMENT & PROGRAMME OFFICER

SEPTEMBER 2023

NAC, Dunkley Street,
Wolverhampton
WV1 4AN

T: 01902 572 090

E: admin@newhamptonarts.co.uk

JAZZ DEVELOPMENT AND PROGRAMME OFFICER

Job Purpose and Role:

To be responsible for the development of the continuing jazz programme known as jazz at NAC and in particular the activities funded by a current Arts Council England Arts projects grant.

Responsible to: NAC Management Team

Hours of work: 1.5 days per week for a fixed-term contract of 18 months

Salary: 1.5 days at the Full Time Equivalent of £22,202.92

Key Responsibilities:

- ▶ To be responsible for the development of the continuing jazz programme known as jazz at NAC and in particular the activities funded by a current Arts Council England Arts projects grant.
- ▶ To be responsible for development of a series of concerts and workshops that will engage with a wider and more diverse audience than historically have been engaged.
- ▶ To liaise with artists, promoters and stakeholders of the programme to ensure the programme and workshops are delivered effectively.
- ▶ To observe, monitor and report on the development of the programme in conjunction with its stakeholders and partners.
- ▶ To be responsible for the contractual arrangements between the venues, artists and partners.
- ▶ To liaise with the site manager on all financial matters.
- ▶ To liaise with the NAC programming team and partners Jazz at Wolverhampton regarding programming decisions.
- ▶ To be responsible for advancing shows and workshops.
- ▶ To liaise with NAC marketing to ensure the correct messaging is achieved and information delivered.
- ▶ To ensure that all events are correctly serviced with regard to equipment.
- ▶ To act as concert representative on performances directly booked.
- ▶ To collect audience and artist data for reporting and ensure that all requirements of end-of-project reporting to ACE are complied with.
- ▶ Act as a representative for NAC during work hours.

Person Specification

Skills and qualities which candidates require are summarised as follows:

ESSENTIAL	DESIRABLE	DEMONSTRATED BY
An interest in all genres of jazz and improvised music		Application form, Interview, references.
An understanding of how live events are run.	Both physical and contractual..	Application form, Interview, references
Willing to work with a wide range of people.	Experience of dealing with the public and especially young people.	Interview, references.
Good communication skills.	Computer literacy	Interview, references.
Reliable and trustworthy.	Experience of taking responsibility	Interview, references.
Able to work alone and on own initiative		Interview, references.
Commitment to equal opportunities	Interest in working in community/ arts areas.	Interview, references.

Appropriate training will be given to suitable candidates.

Terms and Conditions

1. Wages will be paid monthly by Direct Payment into a named bank account.
2. Newhampton Arts Centre will pay Employer's National Insurance Contributions.
3. Tax and National Insurance, plus any other statutory deductions (including student loan repayments), will be deducted at source.
4. Pay is reviewed annually in April of each year.
5. Pension: An auto-enrolment pension scheme is in operation with The People's Pension. Current contributions are 3% for employer and employee.
6. Holidays: 25 paid days per year, pro rata plus statutory holidays, and including Christmas and New Year site closure days. Holidays must be taken at times convenient to the running of the NAC.
7. Training: Appropriate training will be provided as necessary.
8. Probation: This contract is conditional on a satisfactory probationary period of one month.
9. Sick Pay: Absence due to sickness must be notified by 9am on the first day or as soon as possible.
10. Grievance and Disciplinary Procedures will be dealt with by Line Manager and then the CEO in the first instance. If necessary, matters can be referred to the board members responsible for staff Issues.
11. Termination of contract: Four weeks' notice of termination of contract is required on either side.
12. Security: The Employee will be responsible for looking after keys and security codes entrusted to them and will not pass these on to any unauthorised individual
13. Staff Handbook: Full conditions of employment are available in the NAC office.
14. Any offer of employment is conditional on an Enhanced Disclosure and Barring Services check.
15. NAC reserves the right to require all employees to follow specific public health guidance that may be issued by either national government or local authority.

TO APPLY:

Please obtain and complete the Job Application Form either from the NAC website or by emailing office@newhamptonarts.co.uk and return to office@newhamptonarts.co.uk by the closing date of 5:00pm on Wednesday 18th October

Shortlisted candidates will then be called to an interview on Tuesday 24th October . Please ensure you are free for this date if you apply. Further details will be given to shortlisted candidates.

For an informal discussion of this post please email admin@newhamptonarts.co.uk with a phone number we can call you back on.



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newhamptonarts.co.uk



instagram.com/newhamptonarts/?hl=en

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