

# JAZZ PROMOTION NETWORK

## COMMUNICATIONS AND ADMIN MANAGER

The Jazz Promotion Network (JPN) is a collaborative network that enables the diverse UK & Irish jazz sector to thrive, innovate and inspire. We aim to advance and support professional development, information exchange and partnership opportunities for the UK & Irish jazz community.

**Overview:** Communications and marketing support, and coordinating the production of the JPN conference

**Reporting:** this post will report to the JPN Network Director

**Duties include:**

- Further developing JPN marketing and communications strategy in collaboration with the Network Director and JPN Board
- Proactively developing and maintaining the JPN website, including creation of member pages and content generation strategy
- Scheduling, creating and posting/sending monthly JPN member newsletters, seeking content from board and members as appropriate. Monitoring engagement and adjusting strategy if required
- Running JPN's social media (Facebook & Twitter profiles, members Facebook group), generating content in line with strategy and monitoring engagement
- Creating and delivering marketing/PR plan for all activities, including but not limited to:
  - Social media posts
  - Creation of print and other collateral
  - Writing and issuing media releases - promoting JPN both to jazz/music and mainstream media
  - Updating JPN website and social media with event listings and news
  - Submitting updates to EJM (Europe Jazz Music) newsletter and similar
- Managing, updating and utilising the GoodCRM database
- Working with the Network Director and JPN Chair on coordination of the JPN conference
- Liaising with Moving on Music (co-organisers for the JPN conference)
- Collating copy, images and links from speakers and participants at the conference
- On the ground conference production
- Management of marketing budget in conjunction with the Network Director and with the oversight of the trustee treasurer.
- Attending major events to handle media coverage/presence and ensure coverage of the event on social media etc

This list is not exhaustive and the post holder may be asked to carry out other relevant tasks as deemed necessary by the Board.

**Please note that you will need to be available to attend the JPN conference in Belfast on Thursday 3 and Friday 4 November 2022**

**Experience and skills required:**

Essential:

- Proven experience in work across marketing and PR in similar fields
- Excellent written and verbal communication skills
- Proven admin experience
- Proven experience of working on events
- Interest in jazz in UK and beyond (if not a specialist, preparedness and enthusiasm to learn)
- Ability to work unsupervised and on own initiative, but also experience of working as a member of a team

Desirable:

- Knowledge of jazz and music media contacts in the UK and Ireland

JPN is committed to equality of opportunity and access for all, and actively encourages people from a variety of backgrounds with different experiences, skills and stories to join us. We aspire to have a diverse and inclusive staff, Board and membership, and are particularly keen to hear from candidates from Global Majority backgrounds and under-represented communities working in jazz. JPN is committed to attracting the best qualified people available without regard to age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, family and carer commitments, or marriage and civil partnership.

**Remuneration/terms of employment**

This post is offered on a freelance basis for three months from the beginning of September, with the post-holder expected to work from home (apart from in-person meetings and the conference in Belfast).

The fee payable for the 3-month appointment is £3,640 based on £130 per day, 2 days a week over a 14 week period (September to November 2022). Travel expenses for meetings will be paid, along with travel and accommodation for the conference. The pace of work will vary, but will be especially busy in the lead up to the conference.

**Application details**

To apply, send a CV and covering letter (no more than 2 sides of A4), explaining how your experience and skills meet the role description and person specification, to [opportunities@jazzpromotionnetwork.org.uk](mailto:opportunities@jazzpromotionnetwork.org.uk) by **6pm on Thursday 14 July 2022**

Video/audio submissions are possible – no more than 5 minutes long. Please submit via WeTransfer, Dropbox or Google Drive to [opportunities@jazzpromotionnetwork.org.uk](mailto:opportunities@jazzpromotionnetwork.org.uk)

**Interviews will be held via Zoom on Thursday 21 July 2022**