

Job Description

Job Title: Jazz Programming and Jazz Ensembles Manager
Department: Guildhall School - Music Office
Grade: E
Location: Guildhall School of Music & Drama
Responsible to: Head of Music Administration

Responsible for: N/A

Appointed Candidates Signature:

Please sign and date here upon receiving your offer of employment

I confirm I have read the Job Description below:

Full Name:

Signature Date:

Purpose of Post

To provide management, financial and organisational assistance to the Head of Music Administration to the highest international level, to include comprehensive performance and administrative provision in all matters relating to students, professors and external bodies associated with Jazz Ensembles and related equipment.

To support and provide essential input the Head of Jazz in the artistic programming and ensemble management for all Guildhall School's Jazz ensembles ranging from small combos up to ensembles of 100+, from the initial repertoire and guest artist selection through to the final performance.

To act as Instrument Curator for all the School's Jazz instruments (excluding pianos) current stock value over £75000, to maintain the instrument inventory and liaise closely with the Chamberlains Dept and Insurance Dept at the Guildhall.

To manage three budgets – professional fees, instrument maintenance/purchase & instrument hire and music hire & purchase. To do everything possible to enhance the performance activity, reputation and diversity of the Jazz Departments and to promote the Guildhall School both nationally and internationally as a centre for innovation and excellence.

Main Duties & Responsibilities

1. To support the Head of Jazz in the day-to-day management of the School's jazz ensembles including the creation of schedules in liaison with Head of Music Administration, conductors and guest artists, artist agents and Performance Committee for each project.

2. To provide and support the Head of Jazz in the planning and programming of repertoire in co-ordination with The School's Performance Committee and visiting artists ensuring artists and repertoire is representative of the current Jazz scene and student learning and develops diversity and accessibility to both students and audiences.
3. To research new works, orchestrations, instrumentation, duration, auxiliary instrument requirements. Sourcing and booking external auxiliary instruments as programmes dictate.
4. To maintain an overview and understanding of the Jazz Curriculum, including new developments, to ensure Jazz Ensembles and Equipment requirements are met in relation to Jazz Assessments in co-ordination with Music Stage Supervisors.
5. To support the Head of Jazz and Deputy Heads of Jazz to manage assessment materials as required where work in a Jazz Ensemble is part of a student's assessment process and to ensure that assessed Jazz Ensemble work is compliant with the School's Academic Regulatory Framework.
6. To support the Head of Jazz in planning extra-curricular seminars, workshops, events and symposiums, with a view to enhance diversity in the masterclass programming and to establish and maintain relationships with key contacts in the international jazz and education communities.
7. To manage, interpret, and where required, to facilitate all aspects of ensemble performance in ensuring that Music Stage Supervisors, Performance Venues and Audio Visual departments are advised of the correct set ups and equipment requirements for jazz teaching and performance ensuring that the appropriate technical and service support is in place. To be present at all rehearsals and performances in order to ensure their smooth running. To liaise with outside venues regarding stage management, Jazz instruments & equipment for external jazz related events.
8. To support the Head of Jazz in the management of booking and contracting of national and international conductors and artists in co-ordination with the Performance Committee including, where appropriate, the negotiation of fees and contracts for visiting artists, dealing directly with, Agents, External Artist Management and Recording Companies and to manage relating correspondence with VIP and industry contacts as required.
9. To act as first point of contact representing the School to all incoming international conductors and soloists + artist agents including an ambassadorial role in the liaison of post-concert entertainment for high-profile artists and their entourage.
10. To book rehearsal and concert venues in liaison with the Head of Music Administration,
11. Plan and coordinate, where required, any external concert activity engaging a Guildhall Jazz Ensemble, including but not limited to travel and transport, set up and equipment transfer.
12. To manage the day to day organisation of the jazz music parts required by jazz ensembles including the creation of parts from student submitted arrangements and to commission new orchestrations and arrangements where required.
13. To lead on the drafting, development and maintenance of all administrative procedures and processes relating to Jazz ensembles and Jazz equipment, developing new systems

for the communication of schedules and set up requirements, inventory management and attendance reporting.

14. To ensure Jazz ensemble compliance with all School and City of London Corporation policies including (but not limited to) the School's Recording, Room Usage, Use of School Instrument, Safeguarding and Prevent and H&S policies.14. To take responsibility for the timely and cost efficient repairs and maintenance of the School's Jazz instrument and equipment collection, negotiating with and developing contacts with industry suppliers to ensure the best quality of work and cost efficiency.
15. To manage the day to day inventory and custodianship of Jazz Instruments & equipment, ensuring that all equipment is maintained in good working condition and stored appropriately. To keep accurate records of resources and equipment required for Jazz teaching and Performance and to ensure correct placement and return as required in co-ordination with Music Stage Supervisors.
16. To monitor and report to the Head of Jazz on student attendance at all ensemble rehearsals and performance.
17. To advise on student requests for Leave of Absence in relation to Jazz Ensembles.
18. To lead on general Jazz Department library administration, including: budgetary and inventory planning and control; receipt and dispatch of hire music; preparation of material for rehearsal and performance; and management of the School's collection of jazz material. Liaising with hire libraries and publishers in collaboration with the Guildhall Library staff. Co-selection and cataloguing of jazz library stock.
19. To collate all performer and repertoire information regarding planned performances and ensure such information is submitted to the HoMA for marketing purposes in a timely manner for the events guide and to collate concert programme information for concert performances in liaison with the Music Concert Programme Co-ordinator ensuring information is correct in terms of repertoire, running order, performers and, where appropriate in the commissioning of concert programme notes.
20. To take reasonable care for their own health and safety and that of other persons that may be affected within their own working environment in accordance with the Guildhall School and City of London's Health and Safety procedures.
21. Any other activities as identified by the Head of Music Administration.
22. Actively seek to implement the City of London's Occupational Health and Safety Policy in relation to the duties of the post, and at all times give due regard to the health and safety of both themselves and others when carrying out their duties.
23. Actively seek to implement the City of London's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post.

Person Specification

Job Title: Jazz Programming and Jazz Ensembles Manager

Department: Guildhall School

Grade: E

Trent Position number:

DBS Criterion: No DBS

Security Vetting Criterion: No security vetting is required

Politically Restricted Post Criterion: This post is *not* politically restricted

Please find below the qualifications, experience and technical skills required to undertake this post. Each criterion will be assessed at application (A), interview (I) or test (T) as indicated below.

Professional Qualifications / Relevant Education & Training

[Please ensure only relevant qualifications are listed for the post being advertised] e.g. Must be qualified as a Chartered Member of the CIPD or be able to demonstrate a level of knowledge at this level - (A,I etc)

1. A Music, Music Performance or Music Technology Bachelor Degree Level or equivalent qualification or an equivalent level of knowledge, skills and experience. (A I)

Experience Required

1. Significant experience of working in a Higher Education environment within music and/or the performing arts, to include concert planning, ensemble repertoire and extensive educational project/ensemble development and delivery. (A I)
2. Significant experience of jazz performance at "World Class" conservatoire level dealing with high profile teachers and visiting artists. (A I)
3. Experience of jazz concert planning in a conservatoire or jazz venue environment. (A I)
4. Experience of managing rehearsal schedules in a variety of educational and artistic contexts. (A I)
5. Experience of ensuring the appropriate maintenance and upkeep of Jazz instruments. (A I)
6. Experience of implementing & improving systems and processes in an arts education environment, (eg: inventory management, ensemble registration and assessment, student sign in and attendance monitoring). (A I)
7. Experience of financial management including budget monitoring, expenditure planning and reporting. (A I)
8. Experience of working with and developing IT systems including the Microsoft Office Suite, Database creation and the ability to learn new systems including complex timetabling software. (A I)

Technical Skills & Knowledge

1. An accomplished manager and administrator with significant standing in the profession and experience in a similar ensemble manager role. (A I)
2. Extensive knowledge of Jazz repertoire, ensemble instrumentation and ensemble provision. (A I)
3. A performing musician with an extensive knowledge of the requirements of Jazz performance including significant knowledge of Jazz instruments and equipment. (A I)
4. Extensive knowledge of Jazz Audio Visual and Technical requirements relating to Jazz performance at a world class conservatoire or international level Jazz Venue. (A I)
5. Good knowledge and understanding of diversity issues relevant to the management of activities in a music department in a Higher Education setting. (A I)
6. Good knowledge of academic Regulatory Frameworks in respect of music at Higher Education level. (A I)
7. Ability to develop and maintain procedures in respect of Jazz ensembles and Jazz equipment. (A I)
8. Ability to plan seminars, workshops, events and symposiums. (A I)
9. Extensive knowledge and proven ability in concert planning. (A I)
10. Ability and knowledge to make performance set up adjustments to resolve technical issues. (A I)
11. Ability to balance and reconcile the needs of world class performances and academic requirements within a higher education setting. (A I)
12. Ability to inspire, encourage and motivate students and work closely with staff both individually and within a team context. (A I)
13. Able to develop and sustain relationships with Guildhall School colleagues, students and the wider music profession. (A I)
14. Excellent oral communication skills with the ability to develop and maintain productive relationships with young people, internal and external stakeholders and work in partnership with colleagues and collaborators on live Jazz performances. (A I)
15. Excellent written communication skills with the ability to write a wide variety of detailed correspondence to include developing procedural documents, visiting artists specifications and performance information in line with Jazz ensemble and arts education. (A I)
16. Good financial skills in order to manage and monitor budgets. (A I)

Other Relevant Information

(e.g. working hours if applicable)

1. 35 hours week
2. Some evening and weekend work required by negotiation

Recruitment – Note to Applicants

The qualifications, experience and technical skills will be used in the decision-making process for recruitment. Please give examples of how you have exhibited these behaviours in your previous role(s) and experience. It is essential you address the



criterion marked as (A) on your application form in the section for supporting information, this will be the minimum criteria for shortlisting.

Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge and experience contained in this person specification.



Summary of Terms and Conditions of Employment

This summary is given as a guide and is not intended to form part of an individual's contract of employment.

Salary

The salary range for this job is £50,860 - £56,920 per annum including Inner London Weighting, inclusive of all allowances. This figure will be reviewed annually from 1 July in line with the pay award for other salaried staff within the City of London Corporation.

Contract

The position is offered on permanent basis.

Hours of Work

Normal hours of work are 9.00am – 5.00pm, being 35 hours per week excluding lunch breaks, Monday to Friday, inclusive but the post holder shall be expected to work the hours necessary to carry out the duties of the position.

Frequency and Method of Payment

This is a monthly paid appointment, and salaries are credited to a Bank or Building Society Account on the 11th of each month.

Annual Leave

There is an entitlement of 28 days annual holiday plus Bank Holidays. There are subsequent increases to entitlement to annual holiday according to length of service.

Sickness Absence and Pay

The City of London Corporation has a comprehensive Occupational Sick Pay scheme, details of which can be found in the Employee Handbook which will be made available to you upon commencement.

Pension

You will automatically be admitted to the City of London Corporation's Pension Scheme. Employees contribute between 5.5% and 12.5% of their pensionable pay to the scheme, depending on salary.

If you do not wish to join the Scheme you must make a formal declaration stating you wish to opt out. You may contact the Pensions Office directly should you have any queries relating to the Local Government Pension scheme and your entitlements under this scheme.

Continuous Service

If you join the City of London Corporation without a break in service (subject to certain exceptions) from another body covered by the Redundancy Payments (Local Government) (Modification) Order 1999, your service with that institution will count for the purpose of continuous service. The amount of continuous service which you have will affect your entitlement to certain contractual benefits; for example, annual leave,



sick leave and maternity leave. A full explanation of Continuous Service is contained within the Employee Handbook.

Probationary Period

You will be employed initially on a six-month probationary period. Should either party wish to terminate the employment during this period, then one week's notice will be required on either side, except for summary termination for gross misconduct.

Notice Period

One month by either party after satisfactory completion of probationary period.

Learning and Employee Development

The City of London provides for financial support and time off for staff to study for appropriate qualifications which relate to their duties or undertaking professional skills update training. There is also an in-house programme covering more general training needs.

Employee Volunteering Programme

The City Corporation, in line with its aims to contribute to a flourishing society, shape outstanding environments and support a thriving economy, offers employees paid special leave time during normal hours to encourage employees to volunteer their time and skills to Volunteer Involving Organisations (VIOs) operating within the Square Mile, London and beyond.

Full-time employees may take up to 2 days or 14 hours per year in which to volunteer, between 1 January and 31 December. For temporary and part time employees these hours are adjusted pro rata. Volunteering time can be taken in smaller bite size e.g. 2 hours a week over 7 weeks, where this can be accommodated by the City Corporation and meets the requirements of the volunteer organisation.