



Applications are invited for the posts of
Northern Jazz Promoters Internship Project
4 posts for part-time paid interns

The Northern Jazz Promoters network are pleased to announce a new paid intern initiative and forthcoming series of CPD workshops. Encouraging new promotional talent and enabling ongoing sustainability, the year long programme will further develop the North of England's blossoming jazz sector.

This is a unique opportunity for paid interns to work with a variety of key individuals and organisations across the North of England, and to learn how to run a world class programme of jazz events.

Northern Jazz Promoters are looking for people with an interest in jazz and improvised music, and the desire and potential to build their skills in promoting and developing audiences. More than anything you should have a love for music and be passionate about the transformational power of arts and culture in people's lives.

With funds secured and a delivery plan in place, the project will see Northern Jazz Promoters hosting and mentoring a paid intern for 12 months, giving a grounding in all aspects of jazz promotion including planning, programming, artist liaison, contract negotiations, marketing, audience development, front of house organisation and finance.

Line managed by the Project Manager, the paid interns will receive mentoring from their host promoters, with opportunities to visit other Northern promoters as part of their development to build skills and gain insight into jazz promotion and wider arts management.

The project will also facilitate a series of CPD workshops delivered by industry professionals. Workshops will be available to interns, Northern Jazz Promoters members and the wider promoter network, helping many parts of the jazz sector develop skills in areas vital for growth and resilience, and bringing together individuals and organisations working across the sector.

CPD session topics will be drawn from a forthcoming Northern Jazz Promoters network survey and may include: Essentials of jazz promotion, audience development, programming in unusual spaces, digital marketing to reach wider audiences, engaging younger audiences, diversity and accessibility.

Chosen host promoters working with the paid trainees are **Jazz North East** in Newcastle, **NQ Jazz** in Manchester, **Ribble Valley Jazz and Blues** in Lancashire, **Wakefield Jazz** in partnership with **Jazz Leeds**.

The project will be line managed by Wesley Stephenson (**Jazz North East / Newcastle Festival of Jazz and Improvised Music / New Jazz and Improvised Music Recordings**).

Applicant Recruitment

- The year-long paid internships will be open to anyone aged 18 and over based in the **North of England**
- Recruitment will be through an open selection process, diversity and inclusion are core values at Northern Jazz Promoters and we welcome applications from all sectors of the community
- We are keen to encourage applications from locations that are under-represented in jazz, including rural areas



[Download an application pack from our website by clicking here.](#)

Northern Jazz Promoters

Northern Jazz Promoters is a network of jazz clubs, festivals and organisations spread across the North of England.

Established in 2011, the growing number of members are committed to working together and sustaining a vibrant live scene. Whilst each promoter is unique with varied experience, activity and aspirations, the desire to build new audiences, support artists and develop the sector are consistently shared themes.

There are currently 20+ member organisations who organise 8 Jazz Festivals and in excess of 550 events per year. Most organisations also promote varied outreach activities including choirs and workshops for children and adults.

The Northern Jazz Promoters have historically led initiatives to support, develop and encourage best practice across the sector. This has included the Arts Council funded Promoter CPD Roadshows Project, and delivery of 'Orpheus' in partnership with the Apollo Jazz Network, presenting international artists touring and working with UK musicians across the UK.

7 Northern Jazz Promoters members have been nominated for, or are winners of, the APPJAG Parliamentary Awards for Promoter of the Year, Services to Jazz and most recently the Lockdown Innovation Award for Jazz.Coop at The Globe in Newcastle.

Website and Blog information alongside a social network forum for members:

www.norvoljazz.org

www.northernjazz-live.blogspot.com

The Northern Jazz Promoters Internship Project

The paid internship project was developed in response to issues that prevail in the jazz sector: a lack of new promoters entering the scene, the need to build sustainability in the semi-professional network, and to engage with younger, more diverse audiences.

Central to the project are the part-time paid interns who will be attached to selected jazz promoters and festivals. Interns will be involved in all aspects of programming, organisation and marketing, including artist liaison, contract negotiations, planning and coordination, tech, publicity, social media campaigns, front of house and finances.

Whilst the project aims to develop new younger promoters to enable sustainability for jazz, the Northern Jazz Promoters also wish to gain insights from their interns, allowing a process of holistic engagement and shared learning experience across generations.

The project includes a series of CPD workshops available for jazz promoters delivered by industry professionals. These workshops will be available to interns, Northern Jazz Promoters members and the wider promoter network, helping many parts of the jazz sector develop skills in areas vital for growth and resilience.

Traineeship Host Promoters

Ribble Valley Jazz and Blues (Clitheroe)

Our intern will be an important contributor to rebuilding the club's profile in jazz promotion, developing an audience for regular live quality gigs, and approaches to reach a new generation for jazz appreciation whether through school and community participation in jazz or experiencing new ways of listening to jazz and blues. They will be working with passionate volunteers to turn the club's strategies for recovery from the aftermath of the Covid-19 pandemic into reality.

Jazz North East (Newcastle upon Tyne)

Our focus is on developing an intern who could establish themselves as a jazz promoter or work for a developing organisation. We would welcome applications from areas that are under-represented in jazz including rural areas, and cities and towns such as Sunderland or Teesside. We aim to further support and engage the North of England, with potential to provide a wider reaching touring network. Our intern will be involved in learning about all aspects of jazz promotion including booking bands, marketing, listings, helping at gigs, tech and ways to encourage financial stability such as setting up an online shop. The intern will be involved in a year long programme of events including the Newcastle Festival of Jazz and Improvised Music.

NQ Jazz (Manchester)

As a small team of young promoters, we hope to build the confidence and skill set of the intern, and to empower them to make their own way within the jazz promotion sector. The intern will be engaged across a variety of settings, including programming, digital marketing, live/streamed performances, festival planning, talent development scheme and education hub development. Across the internship, NQ Jazz will operate weekly at The Yard, monthly at The Stoller Hall and occasionally at other venues across the city. This period will also encompass our annual Manchester Jazz Festival stage and the inaugural NQ Jazz Festival.

Wakefield Jazz (Wakefield)*

The intern will be involved in learning about all aspects of jazz promotion including our well established facebook, twitter and YouTube output and The Whitman Review. They would be able to develop our fledgling Instagram output. They may interview visiting musicians for our JazzHeads radio blog and collect data (including audience) for the 50/50 initiative.

JazzLeeds (Leeds)*

The intern post will be involved in all aspects of our jazz promotion with a specific focus on our marketing and social media links. The trainee will also work with our Festival Director on planning and programming the JazzLeeds Festival July 2022.

****Jazz Leeds will work in partnership with Wakefield Jazz for intern mentoring training.***

Job Description

Part Time - Paid Internship

Fee: 60 hours per month at minimum wage for one year

Reporting to: Host organisation with support from the Project Manager

Contract: Fixed term freelance contract to start 27th September 2021

The intern position will include both learning and tasks including but not restricted to:

- Spending a year building knowledge of jazz promotion by working alongside experienced jazz promoters
- Visiting Northern venues, festivals and promoters to observe, research and undertake peer reviews
- Building practical skills through training and experience
- Focus on building both existing and new audiences
- Bringing a fresh perspective that will influence artist choice and inform the way that hosts engage with different audiences, particularly younger, more diverse groups
- Developing insight into using digital marketing to reach beyond the established jazz audience
- Researching and advise on appropriate methods to capture and use audience information for analysis and audience development
- Building understanding of data collection and tools such as Audience Finder
- Helping to make performances more accessible
- Building skills in a number of areas including the use of filming and digital media distribution
- Receiving coaching from industry professionals to help learn, develop, reflect and address personal challenges

Following training the project will conclude with a series of live concert performances. Interns will work in partnership and alongside host organisations to take responsibility for managing and delivering a series Northern based events.

Recruitment Timetable

Applications Open: Monday 23rd August

Closing Date for Applications: Monday 13th September (Midday)

Interviews: Week commencing Monday 20th September

Starting Date: Monday 27th September

Person Specification: Experience, Skills & Qualities

Essential

- Highly motivated, willing to take the initiative
- Personable manner with the ability to build strong working relationships
- Ability to work in partnership and towards shared goals
- Organisational skills
- Ability to communicate with others, both written and in person
- IT and social media skills
- Be self-supporting regarding administration and be able to work from home
- Adventurous, open minded and versatile

Desirable

- Knowledge and understanding of the jazz and improvised music scene
- The ability to travel within distance of the work area for one of the host promoters

How to apply

Please apply to the Project Manager by sending your CV and a covering letter responding to the relevant job description and person specification.

Please use **Northern Jazz Promoters Internship** as the subject header to ensure that your application is processed in a timely manner.

Each candidate should identify which of the five promoters they would be interested in working with, if you are interested to work with more than one promoter please state your order of preference.

Please also complete the Equal Opportunities monitoring form and include details of two referees.

Send your completed application to the following address: **pm@northernjazzpromoters.org**

Interviews will be conducted online over Zoom, we can offer in person interviews for interns unable to access the Zoom facility.

Candidates who consider that they have a disability:

Reasonable adjustments will be made to the job, job requirements or recruitment process for candidates with a disability. If you consider yourself to have a disability you should indicate this in your application letter, providing any information you would like us to take into account with regard to your disability in order to offer a fair selection interview.

If submitting a written application is not the best way to tell us about your skills and experience, please email pm@northernjazzpromoters.org before the application deadline and we will discuss your needs with you. Wherever possible and reasonable we will make adjustments and offer alternatives to help you through the application and selection process. If you have indicated that you have a disability in your application, you will be guaranteed an interview if you clearly demonstrate in your supporting evidence how you broadly meet the essential requirements of the role.

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Jazz
Northeast



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RIBBLE VALLEY
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