



## Events Management Assistant (part-time, flexible contract)

Marsden Jazz Festival is seeking a part-time, freelance events management assistant to join an existing small team in the running of a unique, well-established jazz festival. The core tasks are outlined below.

### **Job description**

Assist with the establishment and maintenance of a customer relations management system (CRM) to ensure effective monitoring of the festival's contact with supporters, artists, venues and suppliers

Contributing to the organisation's communications with key stakeholders

Coordinating the promotion and management of a one-off Kirklees music industry event planned for April 2019 and liaising with partners, participants and performers.

Supporting the Artistic Director in compiling reports to funders and sponsors

Liaising with volunteers, student placements and trustee

The successful candidate will ideally have excellent communications expertise, possess the relevant administrative and data management skills, and have previous experience in events-management. We are looking for an individual who is able to work autonomously but is also comfortable working in a team.

Please email applications in writing by 10am Thursday 20th September 2018 to [office@marsdenjazzfestival.com](mailto:office@marsdenjazzfestival.com) and include a CV showing where you have relevant experience. Interviews w/c 24th September. Initially this a one-year fixed term contract until September 2019.

Working a minimum of one day per week, the organisation experiences increased activity at some times of the year (e.g. first half of October) and we need someone who is able to be flexible when the demand arises. Ideally the successful candidate will start in late September.

This position is part funded by Arts Council England Catalyst Small Grants, and part funded by Kirklees Council (Music in the Economy). The contract, which will involve working about 6 days per month, would suit someone who is self-employed. The contract envisages a daily rate of £106. Confirmed funding is in place until autumn 2019.

Marsden Jazz Festival is a charity and company limited by guarantee. It is based in Marsden Mechanics, Marsden, which is accessible by rail (TransPennine Express) and by bus.