

NATIONAL YOUTH JAZZ ORCHESTRA
Development and Communications Coordinator



Salary: c. £24,000 – £27,000, dependent on experience

Full time

Benefits including flexible working and office closure over Christmas

SUMMARY

The National Youth Jazz Orchestra (NYJO) is seeking a self-driven and committed individual to play an integral part in building NYJO's development and communications.

This is an exciting opportunity for an ambitious individual to make their mark in a national arts organisation. The post-holder will be involved in all aspects of fundraising and communications, with the chance to directly impact future organisational success.

The candidate should have a can-do attitude and at least 18 months' experience in professional arts fundraising and/or communications.

The role-holder will work closely with the senior management team to implement fundraising and communications strategy.

BACKGROUND

The National Youth Jazz Orchestra Ltd is a registered charity (no. 274578) that promotes the exciting, engaging and inspirational musical genre through world-class performances and education work. NYJO has undergone a huge period of change in recent years with an increase in turnover from c. £150k to over £600k.

The 24-piece NYJO Jazz Orchestra is the gateway to the profession for many professionals of the UK jazz scene. Alumni include Guy Barker, Laura Jurd, Mark Nightingale and Amy Winehouse, plus the leader of the Strictly Come Dancing band Dave Arch (and most of his band members) and music supervisor for the London 2012 Olympics Martin Koch.

Our brand-new initiative for 2019 is the NYJO Jazz Exchange. For the first time, we will reach emerging professionals seeking alternatives to the traditional jazz orchestra format, through the creation of a new ensemble.

For younger musicians within reach of London, the NYJO Academy offers improvisation and ensemble training from grade 5-standard upwards, through a combination of notated and aural groups. All our young musicians perform six times a year, and the NYJO Academy hosts free monthly jazz jams for under 18s.

We also run a comprehensive national education programme. Currently, we currently have 90 education partner organisations around the country. 9 of these are 'Feature Partners', who have signed up for a minimum 3-year partnership to work closely with NYJO developing jazz education opportunities that suit their local needs.

THE CANDIDATE & ROLE

The role will suit a proactive, highly organised and personable individual, with at least 18 months' professional experience in arts communications and/or development. You will be able to thrive in a busy environment, and have the ability to both take instruction and self-manage your workload.

This is a varied role; on any one day you could be writing the NYJO newsletter, scheduling tweets, managing our supporters' scheme, advising on the website redesign or writing a trust application.

You must be a creative individual with excellent written and oral communication skills. You should have experience in website content management systems and other marketing/communications platforms.

RESPONSIBILITIES

Communications

- Create and curate content for the NYJO website
- Plan, write and schedule daily social media content across the three platforms
- Lead and write the monthly NYJO newsletter
- Design marketing materials for print and digital use
- Manage marketing for all NYJO gigs
- Support and contribute to the communications strategy produced by the Communications Manager
- Monitor Google Analytics, social media and other key metrics
- Help plan and manage NYJO branding at gigs and events
- Assist the development of the NYJO brand
- Support the website upgrade in 2020

Development

- Play a key role in developing NYJO's fundraising strategy
- Manage the NYJO Friends Scheme, including all administrative tasks, communications, relationship management and development, database management and financial processes
- Organise and manage all aspects of donor cultivation events, including receptions, open days and open rehearsals
- Contribute to trusts and foundation applications and reports
- Be entrepreneurial in seeking new ways to generate income
- Assist the Development Manager in making sure restricted funds are managed appropriately
- Contribute to the creation of fundraising materials, including packages for corporate and other sponsors
- Keep up to date with developments in arts/music education and fundraising best practice
- Attend NYJO and partner events to represent the organisation

Other responsibilities

- As part of a small organisation, undertake additional tasks where necessary, working cooperatively as part of an interconnected team
- Work with people diplomatically at all levels, building a rapport
- Represent the organisation at external meetings and events
- Be a strong advocate for NYJO, British jazz and music education

This job description is not intended to be an exhaustive list of duties and responsibilities. The job description will be reviewed and updated as the needs of the organisation evolve.

For further information about NYJO, please visit www.nyjo.org.uk

For an informal conversation about the role, please phone Danielle Robson on 020 7494 1733, or by email on danielle@nyjo.org.uk

HOW TO APPLY

To apply, email your CV (two pages maximum, with names and contact details for two referees) and a one-page covering letter detailing how your skills and experience meet our needs, what interests you about the post and what you can offer. **Please also include a short example of your writing for the web**, for example a press release, news article, blog post or similar.

Please include your name in CV and cover letter document titles. Please also complete the equal opportunities form but DO NOT include your name in the document or its title. This form will be separated from your application before it is assessed. Referees will not be contacted until an offer of employment is made.

Applications should be sent to recruitment@nyjo.org.uk

Closing date for applications: **Sunday 18 August 2019 at 23.59**

Interviews: **Wednesday 21 August 2019** in central London

A DBS check may be required.

NYJO is committed to equal opportunities and diversity in its workforce and welcomes applications from all sections of the community. Due to the high volume of applications, we regret that we are unable to respond to candidates not invited for interview.

FURTHER INFORMATION

- Hours:** Flexible working based on office hours of 10am – 6pm with occasional evening and weekend working required. Time off in lieu will be given in exchange
- Holiday:** 25 days per year in addition to bank and public holidays, pro-rata. Additionally, the office may be closed on the days between Christmas and New Year at the discretion of the Executive Chair
- Location:** The NYJO office is based in central London, next to Regent Street. Some travel may be required.
- Eligibility:** Applications must have legal permission to work in the UK
- Pension:** Statutory Government workplace pension scheme provided
- Reports to:** Development Manager, with some objectives set by the Communications Manager
- Probation:** Three months
- Notice:** One month during probation, two months after