

A photograph of two young women performing outdoors. The woman on the left has long, wavy, light brown hair and is wearing a black t-shirt with a graphic. She is holding a small black microphone to her mouth. The woman on the right has long, dark, curly hair and is wearing a white off-the-shoulder top. She is holding a larger black microphone and a sheet of paper. They are standing in front of a black metal fence with green foliage in the background.

NYJO

NYJO Assistant

Applicant Pack
August 2023

The Role



The NYJO Assistant is a new role within our team. This role has been introduced to support the administration of NYJO's Learning and Emerging Professional departments.

NYJO Learning nurtures young musicians aged 18 and under through high-quality workshops, courses and performance opportunities. We value access, inclusivity, process and progress at all levels and believe in harnessing the power of musical participation as a tool for personal growth.

Our Emerging Professional department provides performing and professional development opportunities to a cohort of jazz musicians aged 18-25. It is an inclusive, collaborative environment where emerging artists can connect with talented peers through a range of creative encounters.

We want to support someone to take on their first full-time role within the arts/music industry. The successful candidate will have the opportunity to develop skills in:

- project administration
- event management
- evaluation
- working for a small but established organisation

You will work with some fantastic young musicians (aged 14-25), a team of inspiring Educators and Music Directors, and at amazing jazz venues and festivals across the UK.

This is an exciting time to join NYJO, as we work with our community around our home in Woolwich, embark on ambitious artistic collaborations within and beyond jazz, and work in partnership with music education organisations around the country to address inequalities in music education.

The NYJO Assistant will report to NYJO's Learning Programmes Manager and NYJO's Head of Creative Programme, as well as sometimes collaborating with the Marketing and Development Departments. You'll be joining a small and friendly team of passionate and dedicated people who share NYJO's vision of access to music education for all.

If you love music, are keen to develop a career working within the arts and are looking to take on your first full-time role within the sector, then we would love to hear from you. **This is an entry level arts administration role, and it is not necessary to currently have a degree in order to apply for this position.**

We realise that this is a broad role and do not expect candidates to necessarily

meet all items of the person specification or have experience in all areas of the role description, but we welcome applications from people with transferrable skills who would be keen to develop in other areas. We support our team to balance work with caring responsibilities, those returning to work after a break, and those looking to take their first steps within the industry.

We encourage applications from all backgrounds and people from communities who have faced barriers to accessing positions in the arts. We are committed to having a team that is made up of diverse skills and people and will make reasonable adjustments for the right candidate.

If you're interested in applying to this role and want to find out more about NYJO, please [click here](#).



Key Responsibilities

This role will mainly work across our Learning and Emerging Professional departments. This is an entry-level arts administration position, with opportunities for the role to grow and develop as you gain new skills, experience, and interests. We have listed some of the tasks and responsibilities below. We don't expect you to already have experience of delivering these – support and guidance will be given throughout – but we would like you to be willing to learn how to do the following:

Supporting Our Rehearsals

- Coordinating our tech support for all rehearsals and workshops at Woolwich Works.
- Managing our technician's calendar.
- Managing our welcome-desk on Saturdays.

Admin Support

- Running a new NYJO Under 18s WhatsApp group from the NYJO Learning phone.
- Formatting the Emerging Professional department newsletter in collaboration with our Artist Liaison, and maintaining Emerging Professional mailing lists.

Database and Finance Administration

- Assisting with managing databases including, but not limited to, our Learning Mailing Lists, Under 18s Registers, Monitoring Database, Schools' Contacts Lists, and Musicians Database.
- Keeping Activity Data sheets up-to-date to ensure that all activity is logged with the team/their costs/additional expenses.

Music Administration

- Purchasing, printing and collating music for all rehearsals and gigs.
- Keeping departmental files on our SharePoint system organised and up-to-date.
- Continuing the process of streamlining our music library organisation, by creating an up-to-date list of what music we have already and digitising paper music where necessary.
- Updating a weekly NYJO Under 18s Spotify playlist to support the Under 18s sharing music with each other.

Online Music Resource Support

- NYJO Learning wants to expand our online music resource called +You. With support from the Head of Learning, we would like you to assist with the following:

- Developing contact lists to advertise + You launch workshops.
- Planning and scheduling new one-off launch workshops for + You in schools.
- Planning and filming new + You videos for the site.
- Uploading new content to the site.
- Creating information packs for schools.

Evaluation

- Supporting our evaluation processes by:
 - Collecting and collating photos/images of our work.
 - Creating pre- and post-project surveys for our work.
 - Logging monitoring/evaluation information from partners.
 - Sending out monitoring forms to partners after one-off events.
- Logging our termly Jack Petchey grant report spending and supporting young people's grant spend ideas.
- Assisting our Artist Liaison in the planning and execution of Youth Voice sessions.

Scheduling

- Ensuring the NYJO gig calendar is kept up-to-date, along with the NYJO website's What's On section.
- Booking train tickets and accommodation where relevant.
- Creating schedules where necessary for musicians and educators.
- Scheduling and minuting departmental meetings – distributing minutes and action points to staff and saving in a central place.

Other

- Undertake additional tasks that may be required in our small team.
- Be a strong advocate for NYJO, British jazz and music education.



Person Specification

We are keen to provide equality of opportunity to a wide range of prospective candidates as we expand the diversity of our staff and musicians. Whilst we hope to attract candidates with the experience outlined, we encourage applications from those who do not necessarily fulfil all stated criteria. We are looking for someone with:

- A love of music and an active interest in working for a music education charity.
- Strong written and verbal communication skills, including the ability to communicate with people from all walks of life.
- A positive, welcoming attitude and a willingness to learn.
- Experience working with Microsoft Office suite and a good general IT literacy.
- Excellent organisational skills, including the ability to prioritise.
- Good attention to detail and the ability to work to tight deadlines.
- A flexible, adaptable, and enthusiastic approach.
- A strong work ethic, with the ability to work well in a team, and a proactive approach with the willingness to ask questions.



Further Role Details

Reports to: Learning Programmes Manager and Head of Creative Programme
Salary: £20,000-23,000 per annum FTE
Location: NYJO is based in Woolwich.
Hours: Full time, with a Tuesday - Saturday working week.
Holiday: 25 days, plus bank holidays. The office is also usually closed between Christmas and new year.
Notice: One month during the 3-month probation period, two months thereafter

Why work for NYJO?

- We are on a journey of improvement, openly working to redress our imbalance of representation, particularly as an organisation providing training for a musical genre so heavily rooted in Black culture.
- Being a small organisation, you are encouraged to get involved in everything we do.
- We encourage our staff to make their roles their own. If you have transferable skills that bring something new and exciting to NYJO, we will be pleased to see how we can adapt the role accordingly.
- NYJO's staff enjoy flexible hours and hybrid working: work/life balance is important to us and we expect staff to take TOIL for out of hours work. Full-time staff are asked to be in our Woolwich office 2-3 days per week.
- We are a Resident Artistic Company at outer London's coolest new arts hub, Woolwich Works, with fast access to central London via the Elizabeth Line.
- This is an exciting time in our organisational development – but then it always is. You can help us grow, develop our internal systems and improve our offer to current and prospective musicians.



Application Process

To apply, please email (with the subject line 'NYJO Assistant') your CV and covering letter to Beth Ismay, Learning Programmes Manager: recruitment@nyjo.org.uk. In your covering letter, please answer the following questions. You can use some bullet points if you'd prefer:

1. Tell us why now is an exciting time to work in UK music, and what particularly excites you (500 - 700 words).
2. Tell us why you would like to work in a small charity that supports the career of young musicians (500 - 700 words).
3. We work with people from all backgrounds and people from communities who have faced barriers to accessing the arts. Please tell us why you think that is important and what you can bring to this (500 - 700 words).

Please also complete [this Equal Opportunities Monitoring Form](#). Enquiries about this role in advance of making a formal application are welcome to the same recruitment@nyjo.org.uk email address.

This is a varied role that requires a wide range of skills. We acknowledge that there will be excellent candidates for the role who have some but not all of the skills. If this is you, and you think you are the right match for NYJO and believe in what we do, please get in touch and we will be delighted to have an informal chat with you.

The application deadline is 9am Tuesday 19 September. Interviews will take place on Tuesday 26 September.

NYJO is an equal opportunity employer. All applicants will be considered for employment without attention to race, colour, religion, sexual orientation, gender identity, nationality or disability status.



NYJO



Chief Executive Susie York Skinner
Interim Chair Projjol Banerjea
National Youth Jazz Orchestra is the trading name of The National Youth Jazz Orchestra Ltd
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