

# NYJO

## *Ensembles and Learning Coordinator* 2026



Steam Down Big Band | Woolwich Works © Paul Sanders

THE NATIONAL YOUTH JAZZ ORCHESTRA LTD  
A COMPANY LIMITED BY GUARANTEE

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# Introduction

We're looking for an early-career professional who loves music and believes in its power to inspire and educate. If you're eager to grow your skills in a supportive, creative environment, this entry-level Arts Administration role offers a fantastic opportunity to make a meaningful impact.

You'll contribute to the vital work of a music education charity, supporting both the Learning and Emerging Professional departments, with plenty of room to develop and take on new challenges.

## About NYJO:

2026 sees NYJO celebrating 61 years of creating national youth jazz opportunities. In more recent years, NYJO has undergone a transformative evolution. What started as a single orchestra has grown into a dynamic charity committed to broadening access to music, fostering development and creating performance opportunities for a diverse range of young people aged 11-25.

Our young members come to us for various reasons; some to pursue music and a career in jazz and other genres, while others join to have fun, make new friends, and develop essential life skills. Whether it's building confidence, learning teamwork, or finding their own voice, the impact of NYJO is far reaching and lasting.

The UK Jazz scene has been experiencing an exciting period of growth and innovation in recent years, and NYJO intends to continue to contribute to this vibrant ecosystem.

As we continue to expand and evolve under new leadership, we are looking for a Ensembles and Learning Co-ordinator to help amplify our message and reach even more young people with the transformative power of music.



## ***About NYJO***

NYJO exists to empower and inspire young people across the UK through jazz. Once a single jazz orchestra for just a handful of aspiring young musicians, we are now a vibrant organisation delivering exciting live performances and engaging participation projects for everyone.

We are committed to supporting and developing musicians of all styles and standards and are proud to be one of Arts Council England's National Portfolio Organisations, playing our part in increasing creativity and opportunity, and making the arts sector more inclusive and reflective of modern Britain.

Our job is to create exciting opportunities that make jazz and creative music-making more accessible to early-career musicians, young people, and audiences. Across all of our activities, we look for meeting points between the established and the experimental – the past, present, and future – to build bespoke programmes which cater to lifelong and new jazz fans.

Our main focus is the professional development of emerging artists and our Learning programme for under 18s. We work in close collaboration with like-minded partners to deliver projects that respond to local community needs and create an inclusive learning environment which centres the voices of young people.

## ***What we do***

At NYJO, we support young musicians at every stage of their musical journey. From our Woolwich Works community to national development pathways for young people aged 11+ and our Emerging Professionals programme for musicians aged 18-25. We help young people across the country develop their skills, creativity and confidence through music.

For our Emerging Professional musicians, we offer a wide range of creative skills development and performance opportunities across large and small ensembles. Recent projects have featured leading UK Jazz artists and music directors including Peter Edwards, Steam Down, Jasmine Myra, Jas Kayser and Sam Eastmond. Upcoming projects include Miles Davis 100, NYJO North, A Tribute to Abdullah Ibrahim and the relaunch of our flagship NYJO Blueprint Orchestra.

Nationally, we work with Music Education Hubs, schools and partners across the country to create participatory jazz, learning and performance opportunities for young people aged 11+. This includes building a growing network of National Under 18s Collectives and delivering inspiring holiday projects.

For younger musicians in and around our Woolwich base, we offer a Saturday learning programme focused on ensemble playing, performance and musicianship including sight reading and improvisation. Our Emerging Professionals also lead a community jazz choir, a beginner instrumentalist programme Sound Foundations' which gives young people on Free School Meals the opportunity to learn instruments such as the trumpet and saxophone in a supportive and inclusive environment.



NYJO Emerging Professional drummer | Milton Court Concert Hall © Taylor Hylton

## ***Woolwich Works and NYJO Woolwich***

Woolwich Works is an arts hub with a mission to foster hope and opportunity by enabling local people to realise their creative potential. Set in Woolwich's Royal Arsenal development in south-east London, the venue was established for the benefit of the local community. We're delighted to be a Resident Artistic Company in this historic Thames-side building, providing exciting and rewarding opportunities for the local community to explore and enjoy creativity in all its forms.

***"I don't think I would be at music college without NYJO. That's what gave me the ensemble experience to play and interact with other musicians. It really helped me strengthen my skills. I think that's one of the things that got me here. (...) it also gave me confidence to perform. I got used to playing in front of people. It's given me confidence that I'm good at something."***

Former Under 18s Participant

## ***The Role***

This entry-level Arts Administration role supports the Learning and Emerging Professional departments, offering opportunities for growth as you gain experience. Responsibilities include managing databases, coordinating logistics, organising music resources, and assisting with project evaluation. Full training and guidance will be provided, making this an ideal role for someone eager to learn and contribute to a vibrant music education charity.

## ***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. Not every task/responsibility will be part of every work day and may only need to be completed at various points during the month. 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:

### **Admin Support:**

- Assisting with managing our databases such as Under 18s Registers, Emerging Professional register and mailing lists.
- Booking and coordinating travel and accommodation for both our Under 18s and Emerging Professional projects.
- Liaising with the delivery team to ensure relevant calendars are up to date with rehearsals, gig and project dates.
- Managing our Bi-monthly Emerging Professional newsletter to encourage our musicians to be continually engaged with NYJO activity.

### **Music Administration:**

- Printing and collating music for 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.

**Evaluation:**

- Collecting and collating photos/images of our projects.
- Creating pre- and post-project surveys for our musicians.
- Logging monitoring/evaluation information from partners.
- Sending out monitoring forms to partners after one-off events.

***Other Responsibilities:***

- Assist our Under 18s & Emerging Professional delivery. This may be helping out during a rehearsal day or pastorally supporting the Under 18s on a gig day.
- Undertake additional tasks that may be required.
- 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.
- Able to be flexible with their schedule.
- 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.
- An 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: Orchestra & Ensembles Producer

Hours: 2 days per week. This role will be based in the office Tuesday - Thursday.

Salary: £26,500 per annum FTE

Holiday: 10 days, plus bank holidays (the office is also usually closed between Christmas and New Year)

Location: NYJO is based in Woolwich Works.

Notice: One month during the 3-month probation period, two months thereafter.

## ***Application Process***

To apply, please submit your CV and a cover letter detailing your relevant experience and explaining why you are the ideal candidate for this role to [projects@nyjo.org.uk](mailto:projects@nyjo.org.uk).

Closing date is 29th May at 5pm.

NYJO is committed to diversity and inclusion and welcomes applications from all backgrounds.

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.

NYJO is an equal opportunities employer.



# NYJO

## *National Youth Jazz Orchestra*

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NYJO Tuba Workshops | We Out Here © Taylor Hylton



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